



# Grant Manual



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The IEC welcomes suggestions related to this manual. Please direct comments to the address below. Additions and corrections will be provided to grantees.

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## 1. Introduction

### 1.1. How to Use This Manual

This manual is a guide for organizations that are negotiating for or conducting research and demonstration grants awarded by the Iowa Energy Center (IEC) through its competitive grant program.

Section 1. **Introduction** provides information about the IEC and its relationship to Iowa State University (ISU), Iowa and eligible grantees. It also defines some of the terminology used in the remainder of the manual.

Section 2. **Policies for Grantees** summarizes regulations that may be of particular interest to organizations negotiating participation in the IEC grants program.

**Sections 3 - 7** provide a chronology of procedures necessary to negotiate, conduct, modify, continue and close out IEC grants.

Processes and procedures vary depending on whether the grantee organization is ISU. Most differences are set off by symbols and subheadings:

“...for Grantees Not at Iowa State University” ◆

“...for Grantees at Iowa State University” ◇

or by bold-faced text: “ISU grantees” “grantees not at ISU”

### 1.2. The Iowa Energy Center

In 1990, the state of Iowa created the Iowa Energy Center to support efforts to increase energy efficiency in all areas of Iowa energy use. The enabling legislation, commonly referred to as the Energy Efficiency Act, mandated that the IEC:

- is located at, and administered by, Iowa State University;
- derives operating funds from an annual assessment on Iowa gas and electric utilities;
- receives input from an advisory council representing Iowa government, utilities, educational institutions and consumers;
- sponsors and conducts research and demonstration projects; and
- conducts a competitive grant program for Iowa colleges and universities and private nonprofit agencies and foundations.

IEC staff members are employees of ISU. The director of the IEC reports to the Vice Provost for Research and Advanced Studies.

Staff in the university Contracts & Grants and Sponsored Programs Accounting offices work with the IEC to assure that the grant program is in compliance with relevant federal, state, Board of Regents and ISU regulations (see 2. **Policies for Grantees**).

### 1.3. Grant Process and Terminology

A **grant** is an agreement by which the IEC awards funds to an organization (the **grantee**) to carry out a specific project. Grants are awarded only to nonprofit Iowa organizations, not to individuals.

The document containing the terms and conditions of a grant is the **Grant Agreement**. Among the stipulations of the Grant Agreement is the requirement for **deliverables**--reports and other products of the project.

Energy-related research and demonstration projects, conferences and workshops are supported through the competitive grant program. (This manual does not deal with conference and workshop grants.)

Application for an IEC grant is made by responding to a Request for Proposals (**RFP**). Proposals submitted in response to an RFP are reviewed by IEC staff, peer reviewers from throughout the country and the IEC's Advisory Council. The center director relies on these reviews in prioritizing proposals and awarding grants.

The grantee organization member responsible for conduct of the project is called the **Principal Investigator (PI)**. Grantee responsibilities described in this manual and the Grant Agreement usually accrue to the PI.

A grant is awarded for a **grant period**, a time period specified in the Grant Agreement. The most common grant period for an IEC grant coincides with the IEC fiscal year: July 1 - June 30. **Continuation grants**--those that extend the grant on an annual or semi-annual basis and award more funds--are contingent on the overall project plan and the progress to date.

An **Amendment to the Grant Agreement** is used to make major changes in the Project Plan and to implement continuation grants.

A **reallocation** is used to move existing funds from one budget category to another. Reallocations are required for changes in the areas of travel, equipment purchases, sub-agreements, consultants and other budget items exceeding \$1,000.

Sometimes participation of other organizations, in addition to the grantee, is critical to the intent or success of a project. Thus grantees are allowed to award **sub-agreements** to other organizations to collaborate on their IEC grants. See **2. Policies for Grantees** for more information on who may receive grants and sub-agreements.

The **IEC project manager** serves as technical monitor of a grant.

**Intellectual property** refers to products of a grant with potential for commercialization (e.g., patents, inventions, computer software, copyrights, processes, and data).

## 2. Policies for Grantees

These policies, as well as others in this manual, apply to the Grant Agreement. Formal versions of these policies may appear in the Agreement document as well. A sample Grant Agreement is in the **Appendix** of this manual.

**Review these policies during the negotiation stage of the grant award process and discuss any exceptions desired with the IEC.** Exceptions must be included in the original Grant Agreement or be made in Amendment(s) to the Grant Agreement.

Policies applying to sub-agreements are discussed in **5.2.a. Sub-agreement Policies.**

### 2.1. Grantee Qualifications

The legislation that created the IEC stipulates that grants are to be awarded “on a competitive basis to Iowa colleges and universities and private nonprofit agencies and foundations.” Organizations not eligible to be grantees **may** participate in IEC grants through sub-agreements with IEC grantees.

### 2.2. Principal Investigators

The IEC requires that **one individual** to be designated as Principal Investigator (PI) for each grant. All correspondence, communications, and reports must come to the IEC from the PI unless permission is granted otherwise by the IEC project manager.

### 2.3. Duration of Grants

The IEC typically funds grants for up to twelve months at a time. Funding subsequent to the initial grant period is contingent upon satisfactory progress, the proposed continuation tasks and the IEC’s program priorities and budgets.

### 2.4. Early Termination of Grants

If the grantee fails to substantially satisfy its obligations under the grant agreement, the IEC or ISU has the right to terminate the Grant Agreement. The grantee will receive a written 30-day notice.

A grantee may, for cause, also give a 30-day notice of termination.

If the agreement that created the IEC is terminated by the State of Iowa, IEC grants will be terminated upon receipt by the grantee of written notice to that effect from ISU.

In any of the above instances, the grantee organization will be compensated for all actual and allowable expenses and all uncancellable obligations properly incurred prior to the date of termination.

### 2.5. Methods of Payment

All Grant Agreements are cost-reimbursable. **Non-ISU** grantees receive payments by submitting invoices to ISU Sponsored Programs Accounting. **ISU grantees** charge expenditures against grant accounts established through ISU Sponsored Programs Accounting. See **4.4. Payments to Grantees** and **7.1 Expenditures and Payments** for additional information.

## 2.6. Allowed Costs

The allowance of costs chargeable to IEC grants is determined by the legislation that created the IEC, ISU regulations and applicable federal regulations in OMB Circulars A-21 and OMB A-110. Grantee organization policies governing salaries, wages, fringe benefits and other categories of costs may be relied upon if they are not in conflict with IEC policies or federal regulations.

## 2.7. Equipment

Items classified as permanent equipment in a grant budget must be movable, have an acquisition value of \$5,000 or more, and have a useful life of one or more years.

A computer system or other constructed apparatus is considered equipment, even if individual components or peripherals cost less than \$5,000. Upgrades and additional components are considered to be part of the original system or apparatus and must be reported to IEC.

Items not meeting equipment criteria usually are budgeted as supplies. Software is a supply item unless it is operating system or other software ordered as part of the original computer system.

Modifications to the equipment budget agreed upon at the time the grant is awarded must be approved by the IEC (see **4.6. Reallocation of Grant Funds** and **4.7. Amendments to the Grant Agreement**).

Grantees must maintain inventory and maintenance records for equipment purchased from IEC grant funds.

Normally, the IEC grants title of equipment to the Grantee; however, the IEC has the right to recall the equipment within 120 days after the expiration of the grant.

## 2.8. Indirect Costs and Overhead

The IEC does not pay indirect costs, Facilities & Administrative costs or “overhead” on grants. Fringe benefit payments are allowed and must be shown as a separate line item in the grant budget.

## 2.9. Travel and Subsistence

Approval for domestic or foreign travel not approved at the time of the grant award must be requested in writing (see **4.6. Reallocation of Grant Funds** and **4.7. Amendments to the Grant Agreement**).

The grantee organization may request permission to use its own mileage and subsistence reimbursement rates by submitting to the IEC a copy of its own policy stating its rates.

Iowa State University travel reimbursement policy and rates apply if the IEC has not approved the grantee organization’s policy:

<http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>

The IEC does not set lodging reimbursement limits; however, grantees are encouraged to exercise their best judgment when making travel arrangements.

## 2.10. Intellectual Property

Intellectual property refers to products of a grant that have the potential for being protected through a patent or a copyright. Examples of intellectual property include inventions,

processes, certain data, computer software and hardware, and reports. Grantee shall inform the IEC project manager of all intellectual property generated under this agreement. Subject to the conditions outlined below, all property rights, titles, and interests in intellectual property generated under this grant shall belong to grantee.

- a. Ownership of intellectual property generated by **ISU grantees** shall be determined according to policies established by Iowa State University Research Foundation, Inc.
- b. **Non-ISU Grantees** shall have one (1) year from the date of grant termination to elect title to intellectual property generated under the grant agreement. Election of title shall be made in writing to the Director of the IEC. If the grantee fails to elect title within one year, title to all intellectual property generated under the grant agreement shall be assigned to the IEC. Grantees that elect to retain title to intellectual property shall have one (1) year from the date of election to file for statutory protection or, in the case of copyrightable subject matter, registration. If the grantee fails to register or file for statutory protection within one year of electing to retain title, ownership of all intellectual property generated under this agreement shall be assigned to the IEC.

If grantee (1) does not elect to retain title, or as provided above fails to (2) elect to retain title or (3) file for statutory protection or registration, grantee will assign ownership of intellectual property to the IEC. Grantee rights in intellectual property assigned to the IEC shall be governed by the policies established by Iowa State University Research Foundation, Inc. When ownership of intellectual property rights is assigned to IEC, the inventor/creator(s) shall sign all necessary papers required for intellectual property protection including, but not limited to, assignments, disclosures, filings, and royalty distributions and shall provide to IEC copies of all enabling data, drawings, materials and methods, software code, and prepared, submitted or published manuscripts that describe the intellectual property.

If grantee retains title to and files for protection of intellectual property generated under this agreement ISU and IEC shall have a royalty-free license to use the intellectual property for non-commercial research and educational purposes.

## 2.11. Publications

The grantee is encouraged to publish and otherwise release findings made under the IEC grant. Grantees must send such publications and materials to the IEC in a reasonable time frame for IEC's review and response prior to release. Grantees are encouraged to send one copy of each published document to IEC. The following acknowledgment should be used in all documents submitted for publication:

*"This work was supported by the Iowa Energy Center under grant(s) [Grant Number(s)]."*

## 2.12. Affirmative Action

IEC grantees are subject to ISU, state and federal policies regarding affirmative action and nondiscrimination in employment matters. The size of the grantee organization may impact on which regulations apply. Questions about personnel practices on grants may be addressed to the IEC.



### 3. Grant Award Process

#### 3.1. Negotiations with the IEC

Following the proposal review process, the IEC selects projects for funding, pending satisfactory negotiations with the prospective grantee. Applicants whose proposals are not selected are notified in writing by the IEC. The IEC does not hold proposals for consideration in future competitions.

Applicants whose proposals are selected will receive a Letter of Intent to Negotiate Project Award. Negotiations are conducted by the IEC staff member who will serve as IEC project manager for the grant. The project manager and the PI will discuss the technical aspects of the project and agree on the technical scope, objectives, methods, and deliverables. Successful negotiations conclude with the development of a Project Plan.

#### 3.2. Project Plan Development

The Project Plan summarizes the work, schedule and budget for a specific time period. A grant is not awarded until the Project Plan is accepted by the IEC project manager. The Project Plan is incorporated as "Exhibit B" in the official Grant Agreement and serves as the working document to guide and monitor the progress of the grant during the current period. The Project Plan has four parts: statement of work, schedule, reports and deliverables, and budget.

##### 3.2.a. Statement of Work

The first page of the Statement of Work should contain the following information.

##### Project Plan

Principal Investigator: *PI name*  
 Grantee Organization: *grantee organization name*  
 Organization F.E.I.N: *XX-XXXXXXX*

*Project title*

For Period: *Month Day, Year - Month Day, Year*

At a minimum, the Statement of Work should contain the following elements

- Briefly state the **problem** and its **significance**.
- State the **objectives** of the project in **measurable** terms, relating directly to the problem.
- Describe **tasks and activities** that will address the project objectives in the specified period.
- Discuss **responsibilities** of personnel and organizations in carrying out the work.
- Describe **how objectives will be measured**. How will the success of the work in the proposed period be assessed?

##### 3.2.b. Project Schedule

A suggested format for the project schedule is shown in the Appendix.

### 3.2.c. Reports and Deliverables

The Grant Agreement will include a Report/Deliverable Schedule that specifies the required technical and financial reports and the quantities and due dates for each. Any special deliverables such as software code, equipment, etc. will also be specified in the Grant Agreement. An example Report/Deliverable Schedule is contained in the Appendix.

### 3.2.d. Budget

The final grant budget will be agreed upon in negotiations with the IEC project manager. The budget section of the Project Plan should follow the following general format.

<b>GRANT BUDGET</b>		
Period 1: <i>month day, year - month day, year</i>		
	<u>Organization Contributions</u>	<u>Requested from IEC</u>
SALARIES AND WAGES		
<i>List each person from grantee organization, % of full-time effort and dollar amount.</i>	\$000,000	\$000,000
	\$000,000	\$000,000
FRINGE BENEFITS		
<i>If varying rates apply, list each separately</i>	\$000,000	\$000,000
TOTAL SALARIES, WAGES, AND BENEFITS	\$000,000	\$000,000
PERMANENT EQUIPMENT <sup>1</sup>		
<i>List items separately</i>	\$000,000	\$000,000
TOTAL EQUIPMENT	\$000,000	\$000,000
SUPPLIES AND MATERIALS	\$000,000	\$000,000
TRAVEL <sup>2</sup>	\$000,000	\$000,000
CONSULTING AGREEMENT(S) <sup>3</sup>		
<i>List names and amounts for each consultant.</i>		
TOTAL CONSULTING AGREEMENTS	\$000,000	\$000,000
SUB-AGREEMENT(S) <sup>4</sup>		
<i>List names and amounts for each sub-agreement.</i>		
TOTAL SUB-AGREEMENTS	\$000,000	\$000,000
OTHER COSTS <sup>5</sup>		
<i>Show individual items having costs greater than \$1,000. Itemize remaining costs by general type.</i>		
TOTAL OTHER COSTS	\$000,000	\$000,000
TUITION <sup>6</sup>	\$000,000	\$000,000
TOTAL COSTS THIS PERIOD	\$000,000	\$000,000

<sup>1</sup>See 2.7. **Equipment.**

<sup>2</sup>See 2.9. **Travel and Subsistence.** Budget consultants' travel in the CONSULTING AGREEMENT category.

<sup>3</sup>See 5.1. **Consulting Agreements.** Use a consulting agreement to hire a consultant acting independently of his/her own organization.

<sup>4</sup>See 5.2. **Sub-agreements.** Sub-agreements are with organizations and require separate budgets. **Sub-agreements require IEC and ISU approval.**

<sup>5</sup>See 7. **Close-out Procedures for Grants** for allowability of costs associated with preparation of final reports and deliverables.

<sup>6</sup>See <http://www.energy.iastate.edu/funding/gp-resources.html> for the latest Iowa Energy Center Tuition Policy

### 3.3. Awarding the Grant

#### 3.3.a. Grant Agreement

When the IEC accepts the Project Plan, the Grant Agreement is issued to the PI. The Agreement states the terms and conditions for the initial grant period and incorporates the Project Plan. A sample Grant Agreement is in the **Appendix** of this manual. Procedures for implementing a Grant Agreement follow.

#### 3.3.b. Grant Agreement Process: for Grantees Not at Iowa State University

- ◆ The PI reviews and signs the Agreement. An organization official with the authority to commit the grantee organization to the terms of the Agreement also signs. The organizational official also signs on any signature lines appearing in Exhibits attached to the Grant Agreement.
- ◆ The PI returns the original Agreement and all Exhibits except A and C to the IEC.
- ◆ The IEC director signs and sends the Agreement to ISU's Office of Sponsored Programs Administration (OSPA)
- ◆ OSPA signs the Agreement and passes it to ISU Sponsored Programs Accounting; an ISU Purchase Order is issued against which grant expenses will be billed.
- ◆ OSPA returns a copy of the fully-signed Agreement and Exhibits to the IEC.
- ◆ The IEC returns a copy of the fully-signed Agreement and Exhibits to the organization and PI.

#### 3.3.c. Grant Agreement Process: for Grantees at Iowa State University

- ◇ The PI reviews and signs the Agreement, and obtains signatures required by his/her research unit for internal ISU grants--up to, but not including, OSPA..
- ◇ The PI completes an ISU Supplemental Budget and obtains signatures required by his/her research unit for internal ISU grants--up to, but not including, OSPA.
- ◇ The PI sends the Supplemental Budget and the original Agreement, including all Exhibits except A and C, to the IEC.
- ◇ The IEC director signs the Agreement, reviews the Supplemental Budget and sends both documents to OSPA.
- ◇ OSPA signs the Agreement and the Supplemental Budget and passes them to Sponsored Programs Accounting; an accountant establishes a grant account and notifies the IEC and the PI of the account number.
- ◇ OSPA returns a copy of the fully-signed Agreement and Exhibits to the IEC.
- ◇ The IEC returns a copy of the fully-signed Agreement and Exhibits to the PI.

#### 3.3.d. Sub-Agreements

See **5.2. Sub-agreements** for information on processing sub-agreements.



## 4. Grant Administration Procedures

### 4.1. Working with the IEC Staff

#### 4.1.a. Project Manager

The IEC staff member who serves as project manager for a grant:

- monitors technical progress and approves changes in the Project Plan,
- receives technical reports and deliverables and
- discusses the grant's potential for continuation.

#### 4.1.b. Administrative Specialist

The administrative specialist:

- provides direction regarding grant administration procedures and
- works with the Project manager to monitor financial activities and reports.

#### 4.1.c. Communications Specialist

The communications specialist works with the IEC project manager and the grantee to help ensure that project outcomes are communicated successfully to appropriate audiences.

#### 4.1.d. Support Staff

The IEC support staff processes grant-related materials and paperwork including grant agreements, amendments and invoices; and maintains records on reports and deliverables.

### 4.2. Technical Reports

Technical reports are due quarterly, 20 business days after the last month of each calendar quarter, unless otherwise stated in the Report/Deliverables Schedule.

Submit technical reports to the designated IEC project manager. Follow the format below for the first page of the technical report. A public abstract is required for each technical report. Questions about report content should be discussed with the IEC project manager for the grant.

<p>Technical Report for the Period:  IEC Grant No.:  Title:  Principal Investigator:  Grantee Organization:</p> <hr style="width: 30%; margin: 10px auto;"/> <p>Signature of PI</p> <p>Public Abstract (limit 200 words):</p>
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See 7. **Close-out Procedures for Grants** for information on **final** technical reports.

### 4.3. Financial Reports

If required, reports are due quarterly, 20 business days after the last month of each calendar quarter. Submit financial reports to the IEC administrative specialist. Reports are required regardless of whether or not there were expenditures during the quarter.

See 7. **Close-out Procedures for Grants** for information on **final** financial reports.

### 4.4. Payments to Grantees

Payments to sub-agreement organizations are discussed in 5. **Collaborations on Grants**.

**The IEC reserves the right to withhold payments or stop grant account expenditures until delinquent reports and other deliverables are received and approved.**

#### 4.4.a. Payments to Grantees Not at Iowa State University

When the grant award is made, the ISU issues a purchase order to the grantee's organization. Invoices must reference the purchase order number.

**A sample invoice form** is shown in the appendix. Organizations may use their own invoice forms provided the content is similar to the sample. Submit **three copies** of each invoice, no more often than monthly, to:

Office of Sponsored Programs Accounting  
3609 Administrative Services Building  
Iowa State University  
Ames, Iowa 50011-3606

ISU Sponsored Programs Accounting reviews the invoice and prepares an ISU voucher. The IEC then reviews the invoice and signs the voucher to approve payment. ISU mails the payment to the grantee. Unless there are delinquent reports or problems with the invoice, payments will typically be mailed to grantees within 30 days of the date the invoice is received at the above address.

When payments reach 90% of the total amount awarded over the life of the grant, the IEC reserves the right to withhold further payments until after the IEC receives and approves remaining or delinquent reports and other deliverables.

#### 4.4.b. Payments to Grantees at Iowa State University

ISU grantees charge expenditures against ISU grant accounts. IEC reviews these expenditures monthly and approves allocations to cover allowable expended funds.

### 4.5. Prior Approval for Expenditures

The IEC reserves the right to review and approve purchase orders or associated paperwork related to expenditures of IEC grant funds.

Reallocation of funds may require prior approval; see 4.6. **Reallocation of Grant Funds**.

### 4.6. Reallocation of Grant Funds

Reallocation occurs when **a budget change is made that does not require the awarding of additional funds**. IEC and ISU prior approval **is required** whenever the grantee wishes to:

- ⇒ Add a travel budget when no travel budget currently exists
- ⇒ Increase budgeted travel funds for additional travel not already approved by the IEC

- ⇒ Increase or decrease planned equipment expenditures
- ⇒ Increase or decrease the amount of approved subagreements or consulting agreements
- ⇒ Initiate unbudgeted expenditures requiring purchase orders of \$1,000 or more.

Grantees may make other budget reallocations without IEC approval; however grantees are encouraged to notify IEC's administrative specialist when significant changes are made.

The procedure to request approval for a reallocation follows.

- The PI submits a Request for Reallocation of Funds form (included in the Appendix) to the IEC project manager.
- If approved, the IEC signs the form and forwards a copy to the PI. The PI is responsible for sending the form and any other required documents to the appropriate accounting staff within the PI's organization.

Grantees must discuss reallocation requests with the IEC project manager in advance of when the expenditure of reallocated funds would occur. **Retroactive approval of reallocations is at the sole discretion of the IEC.**

The IEC may make the judgment that a reallocation is significant enough to require an amendment (see 4.7. **Amendments to the Grant Agreement**).

#### 4.7. **Amendments to the Grant Agreement**

Major changes in the Project Plan are made through an Amendment to the Grant Agreement. The PI should always discuss the proposed change with the IEC project manager before initiating the formal procedure to request an Amendment.

The following **always** require Amendments:

- ⇒ changes in key personnel (including sub-agreement organizations and consultants),
- ⇒ additional funds to be awarded by the IEC,
- ⇒ modifications to the grant period length (including no-cost time extensions) and
- ⇒ significant modifications to the statement of work.

The IEC project manager and administrative specialist will determine whether other changes require an Amendment.

##### 4.7.a. **Implementing an Amendment to the Grant Agreement: for Grantees Not at Iowa State University**

- ◆ After verbal agreement, the PI submits a written request to the IEC project manager, stating and justifying the modification(s) requested. If required by the PI's organization, the request must be signed by an organization official. The request should include a revised project work plan and budget if applicable.
- ◆ The IEC generates an amendment and attaches to it the PI's written request; the written request serves as an amended Exhibit B of the original Grant Agreement. The IEC sends the entire Amendment to the PI.
- ◆ The PI secures all required grantee signatures for the Amendment and returns it to the IEC.
- ◆ The IEC director signs the Amendment and sends it to OSPA.
- ◆ OSPA signs the Amendment. If additional funds are being granted, OSPA passes the Amendment to Sponsored Programs Accounting to modify the grant's Purchase Order.

- ◆ OSPA returns a fully-signed copy of the Amendment to the IEC.
- ◆ The IEC returns a fully-signed copy of the Amendment to the PI.

**4.7.b. Implementing an Amendment to the Grant Agreement: for Grantees at Iowa State University**

- ◇ After verbal agreement, the PI submits a written request to the IEC project manager, stating and justifying the modification(s) requested. If required by the PI's organization, the request must be signed by an organization official. The request should include a revised project work plan and budget if applicable.
- ◇ The IEC generates an amendment form and attaches to it the PI's written request; the written request serves as an amended Exhibit B of the original Grant Agreement. The IEC sends the entire Amendment to the PI.
- ◇ The PI secures all required signatures up to, but not including, OSPA.
- ◇ If additional funds are being granted by the Amendment, the PI also prepares a Supplemental Budget and obtains signatures up to, but not including, OSPA.
- ◇ The PI sends the Amendment (and Supplemental Budget, if applicable) to the IEC.
- ◇ The IEC director reviews the Supplemental Budget, signs the Amendment and forwards both documents to OSPA.
- ◇ OSPA signs and returns a copy of the fully-signed Amendment to the IEC.
- ◇ If a Supplemental Budget exists, OSPA signs it and passes it to Sponsored Programs Accounting for transfer of additional funds to the grant account.
- ◇ The IEC returns a copy of the fully-signed Amendment to the PI.

## 5. Collaboration: Consulting Agreements and Sub-agreements

IEC grant funds may be used to support collaborative agreements between the grantee and (1) individuals not in the grantee organization or (2) other organizations. Such agreements must be approved at the time the grant is awarded or later through an Amendment to the Grant Agreement (see 4.7. **Amendments to the Grant Agreement**).

### 5.1. Consulting Agreements

A consulting agreement is used to hire an individual, acting independently of his/her organization.

The consulting agreement should include a work plan, schedule and budget; it should delineate sources and payments for honorarium, travel and perhaps other expenses. Method of payment (cost reimbursable, fixed fee, etc.) should be established.

**The IEC reserves the right to approve the consulting agreement document prior to actual hiring of the consultant.**

Changes in grant consulting (e.g., adding a consultant or increasing the amount paid) require a reallocation (see 4.6. **Reallocation of Grant Funds**) or an Amendment (see 4.7. **Amendments to the Grant Agreement**).

### 5.2. Sub-agreements

A sub-agreement is used to hire an organization.

#### 5.2.a. Sub-agreement Policies

The grantee should develop a sub-agreement that does not conflict with the Grant Agreement for the main grant. (IEC and ISU **do** approve sub-agreements; see 5.2.c. **Negotiating and Approving Sub-agreements**.)

Some sub-agreement conditions may differ from the grantee/IEC agreement. For example:

- Sub-agreement organizations may be for-profits and may be located outside of Iowa.
- IEC grantees may pay overhead (indirect costs) to sub-agreement organizations if such payments are included in the sub-agreement budget.

If intellectual property may arise from the work of the sub-agreement organization, the grantee should consult with the IEC early in the process of developing a sub-agreement.

#### 5.2.b. The Sub-agreement Document

A sub-agreement document must include a work plan, time schedule and budget. Method of payment (cost reimbursable, fixed fee, etc.) should be established (see 5.2.d. **Payments to Sub-agreement Organizations**). Signature lines for the grantee organization, sub-agreement organization, IEC (director) and ISU (OSPA) must be included.

ISU grantees developing sub-agreements are encouraged to modify and use the sample Grant Agreement form in the Appendix. The IEC can provide the form on disk.

#### 5.2.c. Negotiating and Approving Sub-agreements

- The PI and the IEC project manager agree on the intended sub-agreement. (Discuss this during the grant negotiations if possible.)

- The PI negotiates with the sub-agreement organization and prepares a sub-agreement document (see **5.2.b. The Sub-agreement Document**).
- **The IEC project manager reserves the right to require IEC approval of the sub-agreement document prior to its routing for signatures.**
- The PI provides the sub-agreement organization and the IEC with a copy of the fully-signed agreement.

#### **5.2.d. Payments to Sub-agreement Organizations**

**ISU grantees** must establish cost-reimbursable sub-agreements. The sub-agreement organization submits invoices for reimbursement to ISU Sponsored Programs Accounting not more often than monthly. (See address in **4.4.a. Payments to Grantees Not at Iowa State University**.)

The invoice should include the grantee's name and grant number; the sub-agreement organization's name, F.E.I.N. and address; an itemized list of requested reimbursements for a stated period; and a column showing cumulative reimbursements. Sponsored Programs Accounting submits the invoice and voucher to the ISU PI to approve before payment is made.

**Non-ISU grantees** who establish sub-agreements must use cost-reimbursable sub-agreements. Fixed-price or other types of awards must be approved by IEC. ISU is not involved in the payment process between non-ISU parties.

#### **5.2.e. Modifications to Sub-agreements**

For changes to sub-agreements, see **4.6. Reallocation of Grant Funds** and **4.7. Amendments to Grant Agreements**.

## 6. Continuation Grants

A **continuation grant** is awarded on an annual basis. It extends an IEC grant for up to twelve months and may award additional funds. It is implemented via an **Amendment to the Grant Agreement**. A **Continuation Project Plan** defines the statement of work and becomes an amended Exhibit B of the Grant Agreement.

Budgets are for the current project year **only**. At the end of the year, unspent funds will be returned to IEC (or purchase orders will be closed). Funds will not be allowed to be carried over into the next project year.

### 6.1. The Continuation Grant Process

The IEC will notify grantees as to the deadline for submitting continuation applications.

The PI is encouraged to contact the project manager prior to the submission deadline to discuss the conditions under which the IEC may consider continuing the grant. At this point, the project schedule and budget needs for the remainder of the current year will be reviewed.

The PI must prepare and submit a **transmittal letter** and a **Continuation Project Plan**. (See **6.2.b.** below.)

Continuation applications are reviewed by the IEC and a determination is made whether to negotiate a continuation award. If the continuation application is successfully negotiated, the IEC initiates a Grant Amendment, which incorporates the accepted Continuation Project Plan. **Section 4.7 Amendments to the Grant Agreement** describes the amendment procedures.

### 6.2. Guidelines for Continuation Grant Applications

The Energy Center will provide specific instructions for preparation and submission of Continuation Grant Applications.

### 6.3. Administration of the Continuation Grant

Administration of Continuation Grants is identical to the administration of the original grant award.



## 7. Close-out Procedures for Grants

### 7.1. Expenditures and Payments

For up to 60 days after the end of the grant period, the grantee may incur **budgeted** costs associated with the preparation and delivery of the final technical report to the IEC. Costs associated with preparation and delivery of other deliverables may also be incurred during those 60 days **if agreed to by the IEC project manager**. No other costs may be incurred after the grant period end date.

### 7.2. Final Reports and Invoices

Report requirements are included in the Grant Agreement. The Energy Center reserves the right to withhold final payment until all required reports are received and accepted by the Energy Center.

#### 7.2.a. Final Technical Report

The PI will submit the required number of copies for the draft and final technical reports and any other deliverables as specified in the Report/Deliverables Schedule. Use the format shown below for the first page of the final technical report.

<p>FINAL TECHNICAL REPORT:  IEC Grant No.:  Title:  Principal Investigator:  Grantee Organization:</p> <hr style="width: 50%; margin: 20px auto;"/> <p style="text-align: center;">Signature of PI</p> <p style="text-align: center;">Public Abstract:</p>
--

#### 7.2.b. Final Financial Report

If required, the IEC will provide the form for the report. A brief **Budget Explanation** must accompany the report, discussing expenditures of IEC funds for each category of the budget.

Itemizations in the financial report must include details of the sub-agreement. **The fiscal authority of the sub-agreement organization must sign off on the report or include a letter certifying to the accuracy of the report.**

#### 7.2.c. Organization Audit Report

**If required, Grantees not at ISU** must augment the audit copy previously submitted to ISU (in accordance with the Grant Agreement) to cover expenditures associated with the grant close out. It must be sent to Rebecca Musselman, Office of Sponsored Programs Accounting, 3609 Administrative Services Building, Iowa State University, Ames, Iowa 50011-3609 no later than 120 days after the grant period ends.

### 7.3. Close-out Letter

When all technical and financial reports and deliverables have been received and are acceptable to the IEC, the grantee will receive a grant close-out letter from the IEC. **Grantees not at ISU** may submit their final invoices at that time.

## 8. APPENDIX



## SAMPLE GRANT AGREEMENT

The 73rd General Assembly of the State of Iowa created the Iowa Energy Center (IEC), to be administered by Iowa State University (ISU), an agency of the State of Iowa. The legislation which created the IEC (Section 266.39C, 1997 Iowa Code) is incorporated by reference herein and referred to as the Prime Agreement, **Exhibit A**. It stipulates that the IEC is to provide grants in support of research on energy efficiency and/or alternative energy sources.

Under the Prime Agreement, ISU desires to provide a grant for the project: «Title». This grant agreement for performance of that project is entered into by and between ISU, an agency of the State of Iowa and:

«Company», «Address1», «City», «State» «Zip5» «Zip4»  
FEIN = «FEIN»

acting as Grantee. The statement of work, timeline and budget for the project are detailed in the attached Project Plan, incorporated in this agreement as **Exhibit B**. The IEC will act on behalf of ISU in administering this agreement in accordance with the terms herein and with the policies and procedures stated in the *IEC Grants Manual*, incorporated by reference as **Exhibit C**. Such conduct of the IEC is subject to ISU approval.

The parties agree as follows:

### **ARTICLE 1 Scope of Work**

Grantee agrees to perform the work described in **Exhibit B**.

### **ARTICLE 2 Grant Period**

The grant period for this agreement is «Start\_Date» - «End\_Date». The procedure for implementing an Amendment to the Grant Agreement (see **Exhibit C**, section 4.7) shall be followed to change the dates of the current grant period.

### **ARTICLE 3 Key Personnel**

«Saluta» «FirstName» «LastName» shall serve as PI for this grant. The PI for this grant may be replaced through an Amendment to the Grant Agreement (see **Exhibit C**, section 4.7).

«ProjMgr» will serve as IEC project manager for this grant, to provide technical direction to the Grantee. Administrative questions should be directed to Keith Kutz of the IEC.

### **ARTICLE 4 Reports and Other Deliverables**

The timeline in **Exhibit B** includes the schedule by which Grantee agrees to provide technical and financial reports and other deliverables to the IEC. IEC will advise Grantee regarding format for reports and other deliverables. Changes in the schedules represented on the **Exhibit B** timeline must be approved by the IEC project manager. IEC reserves the right to withhold payments on grants until delinquent reports are received.

Grantee is encouraged to publish and otherwise release findings made under this grant but shall send such publications and materials to IEC in reasonable time for IEC's review and response prior to release.

### **ARTICLE 5 Expenditures and Payment of Invoices**

ISU agrees to reimburse Grantee for performance of work under Article 1 above in the amount not to exceed «LastOfAward» as specified in **Exhibit B**. All costs incurred in the performance of this grant are subject to the limitations of Articles 6 and 7 herein. Grantee must submit invoices not more often than monthly to:

Office of Sponsored Programs Accounting  
3609 Administrative Services Building  
Iowa State University, Ames, Iowa 50011-3609

Grantee will submit four copies of each invoice. Payment will be made upon receipt of proper invoices until payment has reached 90% of «LastOfAward». Any of the remaining 10% invoiced will be paid to Grantee after IEC has accepted Grantee's required reports and other deliverables (see Article 4). The final invoice is due to Sponsored Programs Accounting no later than 60 days after «End\_Date» or termination as provided for in Articles 14 & 15.

After «End\_Date», the only payments on this grant will be for (a) expenses which the Grantee can document were incurred during the project period and (b) expenses associated with preparation and delivery of the final technical report or deliverables (upon prior agreement with IEC project manager). Invoices related to both (a) and (b) must be submitted within 60 days after «End\_Date». On that date, the final financial report is due.

### **ARTICLE 6 Indirect Costs**

Indirect costs ("overhead") will not be reimbursed under this grant.

**ARTICLE 7 Allowable Costs**

The allowability of costs chargeable to this grant is determined by the Prime Agreement, federal OMB Circulars A-21 and OMB A-110, and ISU and IEC policies. **Exhibit C**, section 2.0 describes IEC policies. Exceptions to policies must be negotiated with the IEC.

**ARTICLE 8 Reallocations Within the Awarded Budget (Exhibit B)**

Reallocation of awarded funds in four areas requires prior approval from the IEC:

- 1) increasing domestic or foreign travel budget for travel not already approved by IEC,
- 2) increase or decrease in planned equipment expenditures,
- 3) increase or decrease payments to sub-agreement organizations or consultants, and
- 4) any unbudgeted expenditure requiring a purchase order for \$1,000 or more.

**Exhibit C** (section 4.6) describes the procedure for reallocations. Grantee may reallocate IEC funds among other **Exhibit B** budget categories without IEC approval.

**ARTICLE 9 Accounts, Audits and Records**

1. Grantee shall maintain books, records, documents, and other evidence, accounting procedures, and practices, sufficient to reflect properly all costs of whatever nature Grantee claims to have incurred for the performance of this grant. The foregoing constitutes "records" for the purposes of this clause.
2. Grantee's facility(ies), or such part thereof as Grantee may be engaged in the performance of this grant, and Grantee's records shall be subject at all reasonable times to inspection and audit by ISU's Contracts & Grants Officer or his authorized representatives.
3. Grantee shall preserve and make available all records until the expiration of 3 years after the end of the budget period which they cover or until audit is completed and all resulting questions resolved, whichever occurs first.
4. Grantee shall forward to Office of Sponsored Programs Accounting, at the same address as shown in Article 5, one copy of its most recent OMB A-128 audit.

**ARTICLE 10 Equipment Accountability and Disposition**

Grantee must maintain inventory and maintenance records for equipment purchased from IEC grant funds.

Title to all equipment purchased pursuant to this grant shall vest in Grantee subject to the right of ISU to recall said equipment within 120 calendar days after the expiration of this agreement.

**ARTICLE 11 Inspection**

Designated representatives of ISU have the right to inspect and review the progress of the work performed pursuant to this agreement. The primary "designated representative" for this agreement is the IEC project manager. All reasonable facilities, including access to relevant data, test results, and computation used or generated under this agreement, shall be made available when requested in such a manner as to not unduly delay the progress of the work. ISU shall give Grantee reasonable notice prior to conducting any such inspection.

**ARTICLE 12 Intellectual Property**

Grantee shall inform the IEC project manager of all intellectual property generated under this agreement. Subject to the conditions contained in this Article, all property rights, titles, and interests in intellectual property generated under this grant shall belong to Grantee.

Grantee shall have one (1) year from the date of grant termination to elect title to intellectual property generated under this agreement. Election of title shall be made in writing to the Director of the IEC. If the grantee fails to elect title within one year, title to all intellectual property generated under this agreement shall be assigned to the IEC. Grantees that elect to retain title to intellectual property shall have one (1) year from the date of election to file for statutory protection or in the case of copyrightable subject matter, registration. If the grantee fails to register or file for statutory protection within one year of electing to retain title, ownership of all intellectual property generated under this agreement shall be assigned to the IEC.

If Grantee (1) does not elect to retain title, or as provided above fails to (2) elect to retain title or (3) file for statutory protection or registration, Grantee will assign ownership of intellectual property to the IEC. Grantee rights in intellectual property assigned to the IEC shall be governed by the policies established by Iowa State University Research Foundation, Inc. When ownership of intellectual property rights is assigned to IEC, the inventor/creator(s) shall sign all necessary papers required for intellectual property protection including, but not limited to, assignments, disclosures, filings, and royalty distributions and shall provide to IEC copies of all enabling data, drawings, materials and methods, software code, and prepared, submitted or published manuscripts that describe the intellectual property.

If Grantee retains title to and files for protection of intellectual property generated under this agreement ISU and IEC shall have a royalty-free license to use the intellectual property for non-commercial research and educational purposes.

**ARTICLE 13 Sub-agreements**

Grantee must submit for IEC approval the written agreement(s) to be used for any sub-agreement or subcontracts to be awarded under this grant. **Exhibit C** (section 5.2) provides guidance on developing sub-agreements. Grantee may not enter into any sub-agreement other than that agreed upon in **Exhibit B**, without prior approval from IEC, in the form of an Amendment to the Grant Agreement. **Exhibit C** (section 4.7) prescribes the Amendment procedure.

**ARTICLE 14 Default**

If Grantee fails to substantially perform its obligations, ISU in addition to whatever legal remedy it may have in law or in equity, shall have the right to terminate this agreement. IEC may give a 30-day notice of termination. Grantee may for cause also give a 30-day notice of termination. Grantee will be compensated for all actual and allowable expenses and all uncancellable obligations properly incurred prior to the date of termination.

**ARTICLE 15 Termination/Cancellation**

If at any time the Prime Agreement is terminated by the State of Iowa, this grant shall also be terminated upon receipt by Grantee of written notice to that effect from ISU. Grantee shall be reimbursed for uncancellable obligations properly incurred prior to that date of termination. Grantee shall reimburse ISU for any losses resulting from audit disallowances relating to costs originally incurred by Grantee.

**ARTICLE 16 Applicable Law**

This agreement shall be authorized by and construed in accordance with the laws of the State of Iowa.

**ARTICLE 17 Equal Opportunity**

During the performance of this agreement, Grantee agrees as follows:

1. Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex or natural origin.
2. Grantee will comply with all provisions of Executive Order No. 11246 of September 24, 1985, and of the rules, regulations and relevant orders of the Secretary of Labor.
3. In the event of Grantee noncompliance with the Equal Opportunity Clause, this grant may be cancelled, terminated, or suspended in whole or in part, as deemed appropriate by ISU.

**ARTICLE 18 Debarment, Suspension, and Drug-Free Workplace**

No payment shall be made by ISU until Grantee's certifications to ISU regarding lower-tier covered transactions for debarment, suspension, ineligibility and voluntary exclusion (**Exhibit D**) and drug-free workplace (**Exhibit E**) have been completed.

ACCEPTED

For «Company»

For **Iowa Energy Center**

\_\_\_\_\_  
«saluta» «FirstName» «LastName»      Date  
Principal Investigator

\_\_\_\_\_  
Floyd E. Barwig      Date  
Director, Iowa Energy Center

For **Iowa State University**

\_\_\_\_\_  
Authorized Contracting Official      Date

\_\_\_\_\_  
Authorized Official      Date  
Office of Sponsored Programs Administration

## REPORTING REQUIREMENTS

**IEC Grant Number:** «GrantNum»  
**Grantee:** «Company»

**Principal Investigator:** «FirstName» «LastName»  
**Grant Period:** «Start\_Date» - «End\_Date»

Report/Deliverable Type	Frequency <sup>1</sup>	Copies	Recipient/Address <sup>2</sup>
<b>Technical Reports</b>			
Quarterly Progress	Q	1	Project Manager
Draft Final	D	1	Project Manager
Final	TF	2	Project Manager
<b>Financial Reports</b>			
Quarterly	Q	1	Administrator
Final	FF	1	Administrator
Audit	E	1	ISU
<b>Other Reports/Deliverables</b>			

- <sup>1</sup> Q - 20 days after the end of each calendar quarter  
 D - on or before than the grant end date  
 TF - 30 days after the grant end date  
 FF - 60 days after the grant end date  
 E - 120 days after the grant end date  
 A - As required or specified on report schedule

<sup>2</sup> Project Manager «ProjMgr»  
 Iowa Energy Center  
 2521 University Blvd Suite 124  
 Ames, IA 50010-8229

Administrator Keith Kutz  
 Iowa Energy Center  
 2521 University Blvd Suite 124  
 Ames, IA 50010-8229

ISU Kathy Dobbs  
 Office of Sponsored Programs Accounting  
 3609 Administrative Services Building  
 Iowa State University  
 Ames, IA 50011

REPORT/DELIVERABLE SCHEDULE

IEC Grant Number: «GrantNum»	Principal Investigator: «FirstName» «LastName»
Grantee: «Company»	Current Grant Period: «Start_Date» - «End_Date»

Report/Deliverable Type	FY 20xx												FY 20xx			
	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.
<b>Technical Reports</b>																
Quarterly Progress				20			20			20						
Draft Final												30				
Final													31			
<b>Financial Reports</b>																
Quarterly				20			20			20			20			
Final														31		
Audit																28
<b>Other Reports/Deliverables</b>																



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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.**
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to their proposal.**

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**Organization Name  
Name**

**PR/Award Number or Project**

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**Name and Title of Authorized Representative**

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**Signature**

**Date**

## INSTRUCTIONS FOR CERTIFICATION

Form AD-1048

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue additional remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form, that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation, in this covered

transaction unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS GRANTEES OTHER THAN INDIVIDUALS

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This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of a grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
  - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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Organization Name

PR/Award Number or Project Name

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Name and Title of Authorized Representative

---

Signature

Date

ED 80-0004





