

**INSTRUCTIONS AND APPLICATION**

**For Career Technical Student Organization (CTSO) Management**

Grant Period

# July 2019 to June 2020

**Application Due Date: May 17, 2019, 5 p.m.**

Karen Trujillo, Ph.D.

Secretary of Education

New Mexico Public Education Department

College and Career Readiness Bureau

300 Don Gaspar Ave

Santa Fe, New Mexico 87501

##  INTRODUCTION

The State of New Mexico’s Public Education Department (PED) is requesting applications to provide oversight, direction, and management of SkillsUSA and/or Technology Student Association (TSA), which are chartered New Mexico Career and Technical Student Organizations (CTSO). New Management will be transitioned from Eastern New Mexico University (FORMER MANAGEMENT).

During the term of this agreement, the oversight, direction and management of two CTSOs will transition from FORMER MANAGEMENT to CONTRACTOR.

**Skills USA** is a CTSO national membership association serving middle school, high school, and college students who are preparing for careers in trade, technical and skilled service occupations, and for further education. SkillsUSA helps each student excel through the development of personal, workplace, and technical skills grounded in academics.

**Technology Student Association (TSA)** is a CTSO that provides students with engaging opportunities to develop science, technology, engineering, and math (STEM) skills. TSA members apply and integrate STEM concepts through intracurricular activities, competitions, and related programs. TSA enhances personal development, leadership, and career opportunities for both students and their teachers.

##  SCOPE OF WORK

The primary performance goals of CTSO oversight, direction and management include communication, increasing enrollment, developing leadership, increasing business involvement, and coordinating events.

1. *Communication:* The CONTRACTOR shall perform the following activities to ensure information regarding training and other activities is conveyed to the PED representatives and distributed to educators statewide.
	1. **Assign a lead**. The PED shall assign a lead staff person ("LEAD") for the supported CTSO. The LEAD shall provide support for and communication with the CONTRACTOR. The CONTRACTOR shall provide the LEAD copies of all field correspondence relating to the scope of the work.
	2. **The CONTRACTOR’s transition**. The CONTRACTOR shall endeavor to have strong communication with the FORMER MANAGEMENT and shall ensure a smooth transition. The CONTRACTOR shall provide all documents and records promptly, as directed by the PED.
	3. **The CONTRACTOR’s role**. The CONTRACTOR shall endeavor to have consistent communication with and an understanding of best practices as they collaborate with national CTSO staff.
	4. **Progress reports**. Reports of progress on the scope of their work will be delivered in writing to the College and Career Readiness Bureau (CCRB) Director on the following dates: November 15, 2019, January 17, 2020, and April 17, 2020. Reports of progress on the scope of work will be reviewed verbally with the LEAD within five business days before or after the written progress report deadlines.
	5. **Maintain accurate membership records**. By December 15, 2019, perform a gap analysis, in collaboration with the LEAD. A gap analysis is an analysis of the demographics of the student organization, in comparison to the demographics of the school. Demographics should include race/ethnicity and student membership as low income, an English learner, and/or in special education. Any significant gaps should be addressed, and an improvement plan developed.
	6. **Annual report**. Provide an annual written report, no later than June 30, 2020 detailing the outcomes of the scope of work performed, including the following: 1) detailed student membership counts; 2) list of active CTSO chapter, including advisor and business partner contact information with new chapters clearly identified; 3) rosters of student participation in events, including a breakout of performance and exam-based events; and 4) the status of efforts to promote work-based learning and dual credit; and 5) activities that align to the required and permissive uses of funds outlined in Section 124 of the Perkins Act.
	7. **Printed materials**. Any printed materials paid for, in whole or in part, with federal funds will carry the following statement: *The contents of this* (insert type of publication, e.g., book, report, film) *were developed with funds from the Department of Education. However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. (EDGAR 75.620).*
2. *Enrollment:* The CONTRACTOR shall perform the following activities, in an effort to increase CTSO enrollment and ensure equity access.
	* + - 1. Develop and administer programs to increase the number of high school and postsecondary CTSO chapters.
				2. Develop and administer an advisor stipend program to high school CTSO chapters.
				3. Develop and administer an equity support program.
3. *Leadership Development:* The CONTRACTOR shall work with the FORMER MANAGEMENT to develop and administer the following activities, in an effort to ensure rigorous CTSO co-curricular training:
	1. Adult professional development for CTE teachers serving as advisors or coaches, including an emphasis on following co-curricular standards of instruction and creating opportunities for students to pursue work-based learning
	2. Student professional development through Summer State Officer Training
4. *Leadership Development:* The CONTRACTOR shall perform the following activities in an effort to ensure rigorous CTSO co-curricular training:
5. Administer an advisor mentor program. Expectations are that
	* 1. regional travel is allowed to meet individual teachers and support their classrooms and programs;
		2. communication and resources are provided in a timely manner, including reminders of important dates; and
		3. students’ are prepared for conferences through testing and other forms of competitive preparation.
6. Administer a state officer coordinator program. Expectations are that
7. communication and resources are provided in a timely manner, including social media reminders of important dates;
8. training is given to state officers to improve public speaking and public relations; and
9. state officers attend or present at state conferences and support is provided those who present at conferences.
10. *Business Relationships:* The CONTRACTOR shall perform the following activities in an effort to promote CTSO relationships with business and industry in New Mexico and regionally:
11. Build and strengthen relationships with CTSO program-related industries
12. Build and strengthen relationships with Department of Workforce Solutions, New Mexico Economic Development Department, and the New Mexico Association of Commerce and Industry
13. Maintain accurate rosters for business partnerships, mentors, and outside advisors that include relevant industry sector information. Such rosters shall be provided electronically to CCRB at each reporting period.
14. Facilitate and coordinate with the advisory board ("Board"). Membership of the board shall include relevant NM priority sector business and industry representatives. The Board shall provide support for the contracted scope of work.
15. Provide research opportunities for philanthropic support by industries and related foundations. Apply for philanthropic support in an effort to develop the CTSO’s ability to be self-sufficient. The board shall also provide support for locating, applying for, and receiving philanthropic support.
16. *Events:* The CONTRACTOR shall perform the following activities in an effort to ensure the effective operation of CTSO events.
17. Maintain and manage one fiduciary account for each CTSO. Ensure full disclosure of fiscal records to the PED.
18. Coordinate and facilitate state conferences that provide student training and competitive events related to the CTSO.

##  TERMS

The PED will evaluate applications to determine the applicant who is best able to complete the scope of work.

Total compensation for this management contract shall be limited to $60,000 (per CTSO) for first year implementation. Compensation in future years will be reduced, as the CTSO becomes self-sufficient, as described in section 5(e) of the scope of work.

The PED will execute an Intergovernmental Agreement IGA with selected CONTRACTOR(s). Work will commence upon receipt of a fully executed IGA.

* 1. The CONTRACTOR shall attend three in-person meetings with FORMER MANAGEMENT for the CTSO(s). Meetings shall be at times and locations that are mutually agreeable to both parties.
	2. The CONTRACTOR will receive all contact lists, financial records, management documents, strategic plans, and other material resources from FORMER MANAGEMENT, no later than September 1, 2019.

**APPLICATION FOR CTSO MANAGEMENT**

**July 1, 2019–JUNE 30, 2020**

**Instructions:** The CTSO management funding provided by this application is intended to ensure that the CTSO is provided with oversight, direction, and management that increases the rigor and relevance of the CTSO activities and pursues equity in both access and participation.

Each applicant must complete the following items:

## Administrative Information:

Organization Name:

Address of Office:

Name of Contact:

Phone:

Name of CTSO to be served through this application:

## APPLICATION NARRATIVE:

* 1. In brief, describe how oversight, direction, and program management will be provided. Describe communication with PRIOR MANAGEMENT and the CCRB. Describe procedures for financial oversight.
	2. Describe how you intend to increase enrollment. Describe how can you increase both the number of chapters and the number of students involved in the CTSO.
	3. Describe how
		+ you intend to provided direction for professional development for adults;
		+ you intend to increase the rigor and relevance of the CTSO’s activities; and
		+ the CTSO program will collect and use data to inform co-curricular instruction.
	4. Describe how you intend to
		+ provide direction for professional development for students; and
		+ pursue equity in both access and participation.
	5. Describe how you intend to increase the involvement by employers (business and industry) in support of the CTSO program. Include employer contributions such as job shadowing, guest speaking, donations of equipment, direct philanthropic support, etc.

## ASSURANCES:

 Complete the attached assurances forms following this page. They include:

* 1. Certification Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free, Workplace Requirements
1. Assurances—Non-Construction Programs
2. Other assurance

The assurances must be signed by the institution president or their designee.

For assistance in completing or transmitting this application, contact the PED’s, CTSO administrator, JoAnn Beuerle 505-827-6717, joann.beuerle@state.nm.us

## Submit a completed email application by May 15, 2019, to joann.beuerle@state.nm.us

## Late applications will not be considered for funding*.*

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and

1. **LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
4. **DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

* 1. The applicant certifies that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

1. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
2. Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and
	1. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an

explanation to this application.

1. **DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

* 1. The applicant certifies that it will or will continue to provide a drug-free workplace by:
1. 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;
2. Establishing an on-going 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;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. 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 in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

1. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants

f. Taking one of the following actions, within 30 calendar 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, consistent with the requirements of the Rehabilitation Act of 1973, as amended; 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).

* 1. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No.3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as

defined at 34 CFR Part 85, Sections 85.605 and 85.610-

1. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

Place of Performance (Street address. city, county, state, zip code)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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| --- |
| NAME OF APPLICANT  |
|  |
| SIGNATURE DATE |

ED 80-0013 12/98

**OMB Approval No. 0348-0040**

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

## PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20

U.S.C. 1681–1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.  6101–6107), which prohibits discrimination on the basis of age;

(e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and

Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g)  523 and 527 of the Public Health Service Act of 1912 (42 U.S.C.  290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C.  3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

1. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
2. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
3. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40

U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C.  327–333), regarding labor standards for federally assisted construction subagreements.

1. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
2. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990;

(d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

1. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
2. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
3. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
4. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
5. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
6. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

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| **Name of President/designee :** | **Signature of President/designee:** |
| NAME OF APPLICANT ORGANIZATION | DATE SUBMITTED |

**Standard Form 424B (Rev. 7-97) Back**

# IT IS ASSURED AND UNDERSTOOD THAT:

* + Brochures and other printed materials paid for, in whole or in part, with Carl D. Perkins funds will carry a statement indicating the funding source. Brochures and other small documents must carry the statement: “The contents of this publication were developed with funds from the Carl D. Perkins Act.” Other publications such as reports, films, video clips, etc. must carry the statement: “The contents of this publication were developed under a grant from the US Department of Education (Carl D. Perkins Act). However, the contents do not necessarily represent the policy of the Department of Education.” (EDGAR 75.620)
	+ Perkins funds will not be used to supplant program activities or services being funded with State and local funds.
	+ Funds will not be used to acquire equipment (including computer software) that results in direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such organization.
	+ Career-technical services, programs, and activities will reflect State or regional labor market needs.
	+ Provisions will be made to provide equal access to programs and opportunities for all students who desire to participate in career-technical services, programs, and activities regardless of race, color, national origin, sex, disability, or age.
	+ The applicant will provide career-technical education programs that achieve at least one or more of the Nine Required Uses of Funds (see Appendix L). The applicant understands that it will be held accountable on compliance reviews for meeting the Nine Required Uses.
	+ The applicant shall provide the local plan to appropriate career-technical committees/councils for review.
	+ The recipient is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, “Debarment and Suspension,” and the recipient will not contract with a subcontractor that is debarred or suspended.
	+ Daily recording of information and data using e-NDMS will result in accuracy of required reporting.
	+ The applicant agrees to report and disaggregate performance data by these categories: 1) gender; 2) ethnicity (American Indian or Alaska Native, Asian or Pacific Islander, Black-Non Hispanic, Hispanic, White-Non-Hispanic), and 3) special populations (individuals with disabilities, economically disadvantaged, single parents, displaced homemakers, other educational barriers (if applicable), limited English proficient and nontraditional enrollees).

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| --- | --- |
| **Name of President/designee :** | **Signature of President/designee:** |
| NAME OF APPLICANT ORGANIZATION | DATE SUBMITTED |

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