

# CONSOLIDATED FEDERAL PROGRAMS ASSURANCES & CERTIFICATIONS PACKET



CORDOVA CITY SCHOOL DISTRICT

**Alaska Department of Education and Early Development**

**Division of Innovation and Education Excellence**

**Physical Address:** 333 Willoughby Ave., Juneau SOB, 9<sup>th</sup> Floor

**Mailing Address:** P.O. Box 110500

Juneau, AK 99811-0500

[education.alaska.gov](http://education.alaska.gov)

*Revised April 2025*

Print this packet, have the superintendent sign and date each appropriate page, and upload it in the GMS online grant system, Consolidated Application, under "Assurances".

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

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This packet of assurances represents ALL assurances required for the ESEA Consolidated Federal Programs Consolidated Application for 2025-2026. **The district should print this packet, have the superintendent sign and date each appropriate page, and upload it as a Related Document in the Assurances section of the Consolidated Application in the online DEED Grants Management (GMS) System.**

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Items marked **bold** are required for ALL districts.

Other items are required only if the district is applying for that program.

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# FEDERAL PROGRAMS APPLICATION

## 2025-2026 ASSURANCES & CERTIFICATIONS

Assurances form a binding agreement between the local district, the Alaska Department of Education & Early Development, and the U.S. Department of Education that assures all legal requirements are met in accordance with state and federal laws, regulations, and rules. These assurances apply to program activities and expenditures of funds. Compliance to general and specific program assurances is the legal responsibility of the local district under the authorization of the local board of education and the direction of the superintendent.

### The district certifies the following statements:

1. The district understands and will comply with the provisions, regulations and rules of the (ESEA).
2. The district will use ESEA funds to supplement the district's existing programs and will not use ESEA funds to supplant existing or reduced general or other funds.
3. The district will provide, on request, other data as required, and will maintain all required documentation at the district office.
4. The district completed the ESEA consolidated application with group planning and input from teachers, principals, program administrators, parents, community, and other required participants.
5. The district certifies that it has no policy that prevents, or otherwise denies participation in, constitutionally protected school prayer in public elementary and secondary schools under Title VIII Section 8524 of ESEA and as detailed in the US Department of Education guidance of February 7, 2003.
6. The district understands and will comply with all applicable assurances for federal grant funds as provided in this 2025-2026 Federal Programs Assurances and Certifications Packet.

### By my signature I am assuring that:

1. I am an authorized district representative;
2. I certify that to the best of my knowledge the above statements, 1-6, are true; and,
3. Each applicable page of this 2025-2026 Federal Programs Assurances & Certifications Packet has been signed (as applicable to the district) and has been uploaded on the DEED online grants management system.

Name of Authorized Representative: Alex Russin, Superintendent

Signature of Authorized Representative: \_\_\_\_\_



Date Signed: April 18, 2025



# FEDERAL PROGRAMS APPLICATION

## 2025-2026 ASSURANCES & CERTIFICATIONS

### Title VIII: Federal Programs General Assurances All Title Programs (for all districts)

By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the following requirements as contained in the Education Department General Administrative Regulations:

1. Each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications. [8306(a)(1)]
2. (A) Control of funds provided under each such program and title to property acquired with program funds will be in a public agency or in a nonprofit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to such entities; and  
(B) The public agency, nonprofit private agency, institution, or organization, or Indian tribe will administer such funds and property to the extent required by the authorizing statutes. [8306(a)(2)]
3. The applicant will adopt and use proper methods of administering each such program, including:  
(A) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and  
(B) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation. [8306(a)(3)]
4. The applicant will cooperate in carrying out any evaluation of each such program conducted by or for the state educational agency, the secretary or other federal officials. [8306(a)(4)]
5. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to such applicant under each such program. [8306(a)(5)]
6. The applicant will:  
(A) make reports to the state educational agency and the Secretary as may be necessary to enable such agency and the Secretary to perform their duties under each such program; and  
(B) maintain such records, provide such information, and afford access to the records as the State educational agency or the Secretary may find necessary to carry out the state educational agency's or the Secretary's duties. [8306(a)(6)]
7. Before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment. [8306(a)(7)]
8. The local educational agency will provide reasonable opportunities for the participation by teachers, parents and other interested agencies, organizations, and individuals in the planning for and operation of each program.
9. Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public.
10. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents or announcements describing this project, the recipient will state clearly:  
(A) the dollar amount of federal funds for the project;  
(B) the percentage of the total cost of the project that will be financed with federal funds; and  
(C) the percentage and dollar amount of the total cost of the project that will be financed by non-governmental sources.



## FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

11. The grant recipient is in compliance with the requirements of the Gun-Free Schools Act of 1994. Grant recipients must assure compliance with federal and state laws requiring a mandatory one (1) calendar year expulsion for any student possessing a firearm on school property. Sec. 14.03.160, Sec. 11.61.210 (a)(8), 18 U.S.C.921
12. That equal access to educational programs and services is provided to all students. The eligible recipient will not discriminate against any student, and will comply with the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Individuals with Disabilities Education Act of 1990, and regulations implementing these statutes.
13. That provisions will be made to provide program and facility access and opportunities for students who desire to participate in these services, programs, and activities regardless of race, national origin, disability, language proficiency, pregnancy, parenting, or marital status.

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### Title VIII, Part F: Uniform Provisions in ESEA (for all districts)

The following uniform provisions apply to all districts receiving any funds under ESEA. The district agrees to:

1. Comply with the provisions of section 8501 concerning the participation of private school children and teachers. [8501; 1117]
2. Comply with maintenance of effort requirements. [8521]
3. Comply with privacy of student assessment results. [8523]
4. Comply with constitutionally protected prayer in public elementary and secondary schools. [8524]
5. Allow the Boy Scouts of America to have equal access to school and district facilities. [8525]
6. Comply with prohibitions concerning sex education and dissemination of information and condoms in public schools. [8526]
7. Comply with the requirements for providing armed forces recruiters with access to students and student recruiting information. [8528]
8. Comply with requirements of the unsafe school choice option. [8532]
9. Comply with prohibition on discrimination. [8533]
10. Comply with civil rights. [8534]
11. Comply with consultation with Indian tribes and tribal organizations. [8538]
12. Comply with prohibitions on aiding and abetting sexual abuse. [8547]

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: 

Date: April 18, 2025

Title: Superintendent

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

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## Title I, Part A Basic: General Assurances (only for districts receiving Title I-A funds)

District does not receive Title I-A funds: ☐

In accepting Title I-A funding the school district assures that it has a plan that meets the requirements of Section 1112 Local Educational Agency Plans as outlined in ESEA.

The district further assures:

1. Migratory children and formerly migratory children who are eligible to receive services under this part are selected to receive such services on the same basis as other children who are selected to receive services under this part. [1112(c)(1)]
2. The district will provide services to eligible children attending private elementary schools and secondary schools in accordance with section 1117, and timely and meaningful consultation with private school officials regarding such services. [1112(c)(2)]
3. The district will participate, if selected, in the National Assessment of Educational Progress in reading and mathematics in grades 4 and 8 carried out under section 303(b)(3) of the National Assessment of Educational Progress Authorization Act (20 U.S.C. 9622(b)(3)). [1112(c)(3)]
4. The district will coordinate and integrate services provided under this part with other educational services at the local educational agency or individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program. [1112(c)(4)]
5. The district will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. [1112(c)(6)]
6. In the case of a local educational agency that chooses to use funds under this part to provide early childhood education services to low-income children below the age of compulsory school attendance, ensure that such services comply with the performance standards established under section 641A(a) of the Head Start Act (42 U.S.C. 9836a(a)). [1112(c)(7)]
7. The district will meet the requirements of Section 1118: (a) Maintenance of Effort, (b) Supplement, Not Supplant, and (c) Comparability of Services. [1118]

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## Title I, Part A Basic: Parent and Family Engagement & Parent Notice Assurances (only for districts receiving Title I-A funds)

District does not receive Title I-A funds: ☐

The district assures that it will develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the district's plan developed under section 1112, establish the district's expectations and objectives for meaningful parent and family involvement. The policy shall describe how the district will meet the requirements set forth in section 1116, Parent and Family Engagement Involvement. [1116(a)(2)]

In addition, the district assures that:

1. Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f) of section 1116 of ESEA. [1116(b)(1)]



## FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

2. Each school served under Title I-A as a component of the school parent and family engagement policy shall jointly develop with parents for all children served under this part (in a Targeted Assistance School, this means all students served by the program, in a Schoolwide Program this means all students enrolled at the school) a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Alaska's high standards. The required elements of the compact are outlined in Section 1116(d). [1116(d)]
3. At the beginning of each school year, the district will notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. [1112(e)(1)(A)]
4. Each school that receives funds under this part will provide to each individual parent of a child who is a student in such school, with respect to such student:
  - (A) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
  - (B) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. [1112(e)(1)(B)]
5. At the beginning of each school year, the district will notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding any State or district policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or district, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [1112(e)(2)(A)]
6. The district will make widely available through public means (including by posting in a clear and easily accessible manner on the local educational agency's website and, where practicable, on the website of each school served by the district) for each grade served by the district, information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the district, including—
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment; and
  - (D) where such information is available—
    - (I) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
    - (II) the time and format for disseminating results. [1112(e)(2)(B)]
7. Parents of English Learners (EL) served with Title I or Title III funds are notified of their child's identification as EL and participation in program services according to the requirements listed in 1112(e)(3)(A-C). [1112(e)(3)]
8. The district will ensure that notice and information provided to parents will be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. [1112(e)(4)]
9. At the beginning of each school year, the district will prepare and disseminate an annual local district card that includes information on the district as a whole and each school served by the district. The report card will meet the requirements listed in Section 1111(h)(2) [1111(h)(2)]




# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

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## Title I, Part A Basic: Foster Care Assurances

The district will support the educational stability of children in foster care in compliance with ESEA sections 1111(g)(1)(E) and 1112(C)(5) by 1) Allowing students in foster care to remain in the school of origin when it is determined to be in the student's best interest; 2) Expediting the enrollment of students in foster care who are switching schools, regardless of whether all records normally required for enrollment are available; and 3) If the district receives Title I-A funds, working with the State Office of Children's Services, or any other Title IV-E agency, to develop and implement written procedures governing how transportation to the student's school of origin will be arranged, provided, and funded, including in the event of a dispute.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature:  \_\_\_\_\_

Date: April 18, 2025

Title: Superintendent

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## Title I, Part C: Education of Migratory Children (only for districts receiving Title I-C funds)

District does not receive Title I-C funds: ☐

All districts participating in Title I-C programs assure that funds received under this part will be used only:

1. For programs and projects, including the acquisition of equipment, in accordance with section 1306. [1304(c)(1)(A)]
2. To coordinate such programs and projects with similar programs and projects within the State and in other States, as well as with other Federal programs that can benefit migratory children and their families. [1304(c)(1)(B)]
3. To carry out such programs and projects will be carried out in a manner consistent with the objectives of section 1114 (schoolwide programs), subsections (b) and (d) of section 1115 (targeted assistance programs), subsections (b) and (c) of section 1118 (supplement, not supplant; and comparability of services), and part F (general provisions); [1304(c)(2)]

In the planning and operation of programs and projects, the district will:

4. Consult with parents of migratory children, including parent advisory councils, for programs not less than 1 school year in duration, and that all such programs and projects are carried out—
  - (A) in a manner that provides for the same parental involvement as is required for programs and projects under section 1116 (parent and family engagement), unless extraordinary circumstances make such provision impractical; and
  - (B) in a format and language understandable to the parents; [1304(c)(3)]
5. Provide adequate provision for addressing the unmet education needs of preschool migratory children and migratory children who have dropped out of school; [1304(c)(4)]
6. Determine the effectiveness of such programs and projects, where feasible, using the same approaches and standards that will be used to assess the performance of students, schools, and local educational agencies under part A; [1304(c)(5)]
7. Provide for outreach activities for migratory children and their families to inform such children and families of other education, health, nutrition, and social services to help connect them to such services; [1304(c)(6)]
8. To the extent feasible, provide for—
  - (A) advocacy and other outreach activities for migratory children and their families, including helping such children and families gain access to other education, health, nutrition, and social services;
  - (B) professional development programs, including mentoring, for teachers and other program personnel;
  - (C) family literacy programs;
  - (D) the integration of information technology into educational and related programs; and
  - (E) programs to facilitate the transition of secondary school students to postsecondary education or employment. [1304(c)(7)]

In addition, the district will:

9. Provide a high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods that address the unique educational needs of migratory children. [1301(1)]
10. Ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards. [1301(2)]
11. Ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet. [1301(3)]
12. Help migratory children overcome educational disruption, cultural and language barriers, social isolation, various

## FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

- health-related problems, and other factors that inhibit the ability of such children to succeed in school. [1301(4)]
13. To help migratory children benefit from State and local systemic reforms. [1301(5)]
14. Identify, recruit, and certify eligible migratory children. [1304(c)(8)]
15. Use the MIS2000 system to keep adequate migratory student data records, such as types of instruction and support services. [1304(c)(8)]
16. Encourage meaningful and effective parent and family engagement in planning, operation, and evaluation of their children's educational program.
17. Identify and address the unique educational needs of migratory children in accordance with a comprehensive State plan that—
- (A) is integrated with other programs under this Act or other Acts, as appropriate;
  - (B) may be submitted as a part of a consolidated application under section 8302, if
    - (i) the unique needs of migratory children are specifically addressed in the comprehensive State plan;
    - (ii) the comprehensive State plan is developed in collaboration with parents of migratory children; and
    - (iii) the comprehensive State plan is not used to supplant State efforts regarding, or administrative funding for, this part;
  - (C) provides that migratory children will have an opportunity to meet the same challenging State academic standards that all children are expected to meet;
  - (D) specifies measurable program goals and outcomes;
  - (E) encompasses the full range of services that are available for migratory children from appropriate local, State, and Federal educational programs;
  - (F) is the product of joint planning among such local, State, and Federal programs, including programs under part A, early childhood programs, and language instruction educational programs under part A of title III; and
  - (G) provides for the integration of services available under this part with services provided by such other programs. [1306(a)(1)]

Regarding electronic signatures on the Title I, Part C Certificate of Eligibility (COE) the district certifies it will:

18. Follow state and local laws/policies on electronic signatures.
19. Comply with Family Educational Rights and Privacy Act (FERPA) and Personally Identifiable Information security rules.
20. Implement security measures, such as 2-factor authentication.
21. Obtain new electronic signatures on forms in accordance with the Title I-C rules.
22. Adopt and implement written procedures regarding obtaining electronic signatures on the COE. The written procedures will:
- (A) Describe the process for obtaining electronic signatures.
  - (B) Make it clear that the district will rely on the electronic signatures to identify the individuals who signed the document.
  - (C) Include how the process will comply with FERPA and PII security rules.
  - (D) Include how the district will ensure the electronic signatures are valid and authentic.
  - (E) Include provisions for making copies of the electronic documents available, within a reasonable time frame, to those who provide electronic signatures.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature:  \_\_\_\_\_

Date: April 18, 2025

Title: Superintendent



# FEDERAL PROGRAMS APPLICATION

## 2025-2026 ASSURANCES & CERTIFICATIONS

### Title I, Part D, Subpart 1: The Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent or At-Risk (only for districts receiving Title I-D, Subpart 1 funds)

District does not receive Title I-D, Subpart 1 funds: ☒

Districts receiving these funds shall meet applicable state and federal requirements, including:

1. Assist in locating alternative programs through which students can continue their education if the students are not returning to school after leaving the correctional facility or institution for neglected or delinquent children and youth. [§1414 (c)(13)]
2. Work with parents to secure parents' assistance in improving the educational achievement of their children and youth, and preventing their children's and youth's further involvement in delinquent activities. [§1414 (c)(14)]
3. If applicable, make services available to children and youth in adult correctional institutions, priority will be given to such children and youth who are likely to complete incarceration within a 2-year period. [§1414 (c)(2)]
4. Work with children and youth with disabilities in order to meet an existing individualized education program. [§1414 (c)(15)]
5. Notify the child's or youth's local school if the child or youth—
  - A. is identified as in need of special education services while the child or youth is in the correctional facility or institution for neglected or delinquent children and youth; and
  - B. intends to return to the local school. [§1414 (c)(15)]
6. Work with children and youth who dropped out of school before entering the correctional facility or institution for neglected or delinquent children and youth to encourage the children and youth to reenter school once the term of the incarceration is completed or provide the child or youth with the skills necessary to gain employment, continue the education of the child or youth, or achieve attain a regular high school diploma or its recognized equivalent if the child or youth does not intend to return to school. [§1414 (c)(16)]
7. Provide teachers and other qualified staff who are trained to work with children and youth with disabilities and other students with special needs taking into consideration the unique needs of such students. [§1414 (c)(17)]
8. Coordinate with any programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 (42 U.S.C. 5601 et seq.) or other comparable programs, if applicable. [§1414 (c)(19)]
9. If using funds to support an institution-wide project, provide for appropriate training for teachers and other instructional and administrative personnel to enable such teachers and personnel to carry out the project effectively. [§1416 (8)]
10. To the extent feasible LEAs will describe how they will track when a youth has come into contact with both the child welfare and juvenile justice systems; and how they will deliver services and interventions designed to keep such youth in school that are evidence-based. [1414 (c) (20)]

**By my signature, I hereby certify that I have read the assurances above and I agree that, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: N/A

Date: N/A

Title: N/A

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

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## Title I, Part D, Subpart 2: The Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent or At-Risk (only for districts receiving Title I-D, Subpart 2 funds)

District does not receive Title I-D, Subpart 2 funds: ☒

All districts participating in Title I-D, Subpart 2 programs assure that:

1. Funds received under this part will be used only for programs and projects in accordance with section 1424, and
2. All locally operated facilities served with Title I-D, Subpart 2 funds meet the program requirements outlined in section 1425.

By my signature, I hereby certify that I have read the assurances above and I agree that, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.

Signature: N/A

Date: N/A

Title: N/A

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## Title II, Part A: Supporting Effective Instruction (only for districts receiving Title II-A funds)

District does not receive Title II-A funds: ☐

All districts participating in Title II-A programs assure that funds received under this part are used:

1. To support the quality and effectiveness of teachers, principals and other school staff.
2. To address the learning needs of all students, including children with disabilities, English learners, and gifted and talented students.
3. Prioritize funds to schools that:
  - A. Are implementing comprehensive support and improvement activities and targeted support and improvement activities under 1111(d), and
  - B. Have the highest percentage of children counted under section 1124(c) (these are primarily lowincome children).
4. In accordance with the purpose of this title and to carry out one of more of the allowable activities under 2103(b).

In the planning and operation of programs and projects, the district will:

1. Conduct ongoing consultation with those stakeholders to update and improve activities supported with Title II funds.
2. Use data and ongoing consultation to continually update and improve activities supported under Title II-A.
3. Coordinate high-quality professional development activities funded by Title II, Part A that meet the federal definition outlines in 8101(42) with professional development activities provided through other Federal, State, and local programs.
4. Align activities with the challenging State academic standards, as applicable.
5. Have in place systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership.
6. Monitor the effectiveness of using Title II, Part A funded activities to improved teacher, principal, or other school leader effectiveness.
7. Implement "evidence-based" practices, activities, strategies and interventions with demonstrated evidence of effectiveness as outlined in 8101(21)(A) for Title II-A funded activities requiring an evidence base.

In addition, the district will:

1. Coordinate professional development activities authorized under this part with professional development activities provided through other Federal, State, and local programs.
2. Comply with ESEA section 8501 (*participation by private school children and teachers*).
3. Comply with a supplement, not supplant requirement (Sec. 2301)

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature:  \_\_\_\_\_

Date: April 18, 2025

Title: Superintendent



# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## Title III, Part A: English Language Acquisition, Language Enhancement, & Academic Achievement (only for districts receiving Title III-A funds)

District does not receive Title III-A funds: ☒

In accepting Title III, Part A funds, the district assures that:

1. The district annually will assess the English proficiency of all English learners participating in programs funded under this part, consistent with ESEA section 1111(b)(2)(G). [3113(b)(3)(B)]
2. The district shall use effective approaches and methodologies for teaching English learners and immigrant children and youth. [3115](a)]
3. The district will ensure that elementary schools and secondary schools receiving funds under this subpart assist English learners in achieving English proficiency based on the State's English language proficiency assessment under section 1111(b)(2)(G), consistent with the State's long-term goals, as described in section 1111(c)(4)(A)(ii). [3116(b)(2)(A)]
4. The district will ensure that elementary schools and secondary schools receiving funds under this assist English learners meet the challenging State academic standards. [3116(b)(2)(B)]
5. The district will promote parent, family, and community engagement in the education of English learners. [3116(b)(3)]
6. The district complies with section 1112(e) prior to, and throughout, each school year as of the date of application. [3116(b)(4)(A)]
7. The district is not in violation of any State law, including constitutional law, regarding the education of English learners, consistent in sections 3125 and 3126. [3116(b)(4)(B)]
8. The district consulted with teachers, researchers, school administrators, parents, and family members, community members, public or private entities and institutions of higher education, in developing and implementing its plan. [3116(b)(4)(C)]
9. The district will, if applicable, coordinate activities and share relevant data under the plan with local Head Start and Early Head Start agencies, including migrant and seasonal Head Start agencies, and other early childhood education providers. [3116(b)(4)(D)]
10. The district is complying with ESEA section 1112 (parental notification) prior to, and throughout, each school year. [1112(e)(3)]
11. The district will ensure that all teachers in any language instruction educational program that is or will be funded under Title III are fluent in English and any other language used for instruction, including having written and oral communication skills. [3116(c)]

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: N/A

Date: N/A

Title: N/A

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## Title IV, Part A: Student Support and Academic Enrichment Grants (only for districts receiving Title IV-A funds)

District does not receive Title IV-A funds: ☐

In accepting Title IV, Part A funds, the district assures that:

1. The district or consortium receiving funds under this part prioritized the distribution of funds to schools served under this part that –
  - (A) Are among the schools with the greatest needs, as determined by the district or consortium;
  - (B) Have the highest percentage or numbers of children counted under section 1124(c);
  - (C) Are identified for comprehensive support and improvement under section 1111(c)(4)(D)(i);
  - (D) Are implementing targeted support and improvement plans as described in section 111(d)(2); or
  - (E) Are identified as a persistently dangerous public elementary school or secondary school under section 8532; [4106(e)(2)(A)]
2. The district shall comply with section 8501, regarding equitable participation by private school children and teachers. [4106(e)(2)(B)]
3. The district or consortium receiving under \$30,000 shall assure at least one of the sections (A), (B), or (C), and a district or consortium receiving \$30,000 or more shall assure (A), (B), and (C):
  - (A) Use not less than 20% of funds received under this part to support one or more of the activities authorized under section 4107, Activities to Support Well-Rounded Educational Opportunities. [4106(e)(2)(C)]
  - (B) Use not less than 20% of funds received under this part to support one or more of the activities authorized under section 4108, Safe and Healthy Students. [4106(e)(2)(D)]
  - (C) Use a portion of funds received under this part to support one or more of the activities authorized under section 4109, Activities to Support the Effective Use of Technology, providing not more than 15% is spent purchasing technology infrastructure, including devices, equipment, and software applications. [4106(e)(2)(E)]
4. The district or consortium will spend not more than 2% administering this program, and will publicly report through the application expenditures of funds and progress towards program outcomes. [4105 (c)] [4106(e)(2)(F)]
5. Amended section 8526 of the Elementary and Secondary Education Act of 1965 (ESEA) to add a prohibition that no funds under the ESEA may be used for the provision to any person of a dangerous weapon, as defined in section 930(g)(2) of title 18, United States Code, or training in the use of a dangerous weapon. The term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, this does not include a pocket-knife with a blade of less than 2½ inches in length.
6. The district shall ensure equitable access to, and participation in, this program for students, teachers, and other beneficiaries with special needs.(20 U.S.C. §1228a (a))

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above.**

Signature: 

Date: April 18, 2025

Title: Superintendent



# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## Title VII, Part B Homeless Education (McKinney-Vento Act) (for all districts)

The district assures that it will:

1. ensure homeless children and youth are given the opportunity to meet the same challenging State academic standards as all students are expected to meet. [722(g)(1)(A)]
2. adopt policies and practices to ensure prompt resolution of disputes regarding the educational placement of homeless children and youths. [722(g)(1)(C)]
3. ensure school personnel (including liaisons designated under subparagraph (J)(ii), principals and other school leaders, attendance officers, teachers, enrollment personnel, and specialized instructional support personnel) have a heightened awareness of the specific needs of homeless children and youths, including such children and youths who are runaway and homeless youths. [722(g)(1)(D)]
4. ensure that homeless children and youths who meet the relevant eligibility criteria are able to participate in Federal, State, or local nutrition programs. [722(g)(1)(E)]
5. ensure that homeless children have access to public preschool programs, administered by the State educational agency or local educational agency, as provided to other children in the State/ [722(g)(1)(F)(i)]
6. ensure that homeless children and youth separated from public schools are identified and accorded equal access to appropriate secondary education and support services, including by identifying and removing barriers that prevent youths described in this clause from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies. [722(g)(1)(F)(ii)]
7. ensure that homeless children and youths who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, on-line learning, and charter school programs, if such programs are available at the State and local levels. [722(g)(1)(F)(iii)]
8. address problems with respect to the education of homeless children and youths, including problems resulting from enrollment delays that are caused by:
  - A. requirements of immunization and other required health records;
  - B. residency requirements;
  - C. lack of birth certificates, school records, or other documentation;
  - D. guardianship issues; or
  - E. uniform or dress code requirements. [722(g)(1)(H)]
9. review and revise, policies to remove barriers to the identification of homeless children and youths, and the enrollment and retention of homeless children and youths in schools in the State, including barriers to enrollment and retention due to outstanding fees or fines, or absences. [722(g)(1)(I)]
10. adopt policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless. [722(g)(1)(J)(i)]
11. designate an appropriate staff person, able to carry out the duties described in paragraph (6)(A), who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths. [722(g)(1)(J)(ii)]
12. adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin (as determined under paragraph (3)), in accordance with the following, as applicable:
  - A. If the child or youth continues to live in the area served by the local educational agency in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the local educational agency in which the school of origin is located. [722(g)(1)(J)(iii)(I)]
  - B. If the child's or youth's living arrangements in the area served by the local educational agency of origin terminate and the child or youth, though continuing the child's or youth's education in the school of origin,



## FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

begins living in an area served by another local educational agency, the local educational agency of origin and the local educational agency in which the child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally. [722(g)(1)(J)(iii)(II)]

13. adopt policies and practices to ensure participation by liaisons described in clause (ii) in professional development and other technical assistance activities provided pursuant to paragraphs (5) and (6) of subsection (f), as determined appropriate by the Office of the Coordinator. [722(g)(1)(J)(iv)]
14. ensure homeless children and youth will receive assistance from counselors to advice such youth and prepare and improve the readiness of such youths for college. [722(g)(1)(K)]

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above:**

Signature: 

Date: April 18, 2025

Title: Superintendent

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## GUN-FREE SCHOOLS ACT AND DISCIPLINARY DATA REPORT

(for all districts)

Must be completed electronically at: [education.alaska.gov/safeschools/suspexptruancy](https://education.alaska.gov/safeschools/suspexptruancy)

### Background

The Gun-Free Schools Act (GFSA), Title VIII, Part F, Subpart 4 of the Every Student Succeeds Act (section 8551), requires that each state have in effect a state law requiring local education agencies (LEAs) to expel from school for a period of not less than one year a student found to have brought a weapon to school. In addition, under the GFSA, LEAs receiving ESEA funds must adopt a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school. Alaska's law complies with these requirements.

Each state's law also must allow the chief administering officer of the LEA to modify the expulsion requirement on a case-by-case basis. The GFSA shall be construed to prevent a state from allowing a local educational agency that has expelled a student from such student's regular school setting from providing educational services to that student in an alternative setting.

### IDEA Considerations

(Authorization: 20 U.S.C. 1418(a)(1)(A))

The GFSA explicitly states that the Act must be construed in a manner consistent with the Individuals with Disabilities Education Act (IDEA). Compliance with the GFSA can be achieved consistent with the IDEA as long as discipline of such students is determined on a case-by-case basis under the GFSA provision that permits modification of the expulsion requirement on a case-by-case basis. A student with a disability who brings a firearm to school may be removed from school for ten school days or less, and in accordance with state law, placed in an interim alternative education setting that is determined by the student's individualized education program team, for up to 45 calendar days. If the student's parents initiate due process proceedings under the IDEA, the student must remain in that interim alternative educational setting during authorized review proceedings, unless the parents and school district can agree on a different placement. Before an expulsion can occur, the IDEA requires a determination by a group of persons knowledgeable about the student on whether the bringing of a firearm to school was a manifestation of the student's disability. A student with a disability may be expelled only if this group of persons determines that the bringing of a firearm to school was not a manifestation of the student's disability, and the school follows applicable IDEA procedural safeguards before the expulsion occurs. Under IDEA, students with disabilities who are expelled in accordance with these conditions must continue to receive educational service during the expulsion period.

### Reporting

The GFSA also requires states to provide annual report to the Secretary of Education concerning implementation of the Act's requirements. The district's form **must be submitted to DEED by June 30 each year**. The Secretary is required to report to Congress if any state is not in compliance with the GFSA. *Please note that this form replaces the AKDEED form #05-99-010 Table 5 – Unilateral Removal from Educational Placement.*

AS 14.33.120 (b) requires that "a school district shall report information relating to school district disciplinary and safety programs as required by the department, including incidents of disruptive or violent behavior." The district's form **must be submitted to DEED by June 30 each year**.

**By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the assurances above:**

Signature:  \_\_\_\_\_

Date: April 18, 2025

Title: Superintendent



# FEDERAL PROGRAMS APPLICATION

## 2025-2026 ASSURANCES & CERTIFICATIONS

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS (All Districts)

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 2 CFR Part 180, "Government-wide Debarment and Suspension (Nonprocurement) and 2 CFR Part 182, 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.

#### 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:

(a) 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;

(b) ) 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;

(c) 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.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180, Section 180.335.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) 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) 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;

(c) 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

(c) ) 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

B. 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.

#### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subpart B, for grantees, as defined at 2 CFR Part 182, Sections 182.200 through 182.215.

C. The applicant certifies that it will or will continue to 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 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;

(c) ) 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);

(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 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;

(e) 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



# FEDERAL PROGRAMS APPLICATION

## 2025-2026 ASSURANCES & CERTIFICATIONS

title, to: Director, Grants 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;

(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).

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

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

---

Check ☐ if there are workplaces on file that are not identified here.

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR Part 182, Subpart C, for grantees, as defined at 2 CFR Part 182, Section 182.300.

A. 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

B. 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.

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

Name of Applicant: **Cordova (City) School District** PR/Award Number and/or Project Name: **FY26 ESEA**

Printed Name and Title of Authorized Representative: **Alex Russin, Superintendent**

Signature:  Date: **April 18, 2025**

# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## Disclosure of Lobbying Activities (for all districts)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

☒ \*Did NOT lobby – Check box, skip sections 1-10, sign below in section 11

☐ \*Did lobby – Check box, complete sections 1-10, sign below in section 11

**1. Type of Federal Action:**

- ☐ contract
- ☐ grant
- ☐ cooperative agreement
- ☐ loan
- ☐ loan guarantee
- ☐ loan insurance

**2. Status of Federal Action:**

- ☐ bid/offer/application
- ☐ initial award
- ☐ post-award

**3. Report Type:**

- ☐ initial filing
- ☐ material change

**For material change only:**

Year: \_\_\_\_\_

Quarter: \_\_\_\_\_

Date of last report: \_\_\_\_\_

**4. Name and Address of Reporting Entity:**

☐ Prime ☐ Subawardee Tier \_\_\_\_\_, if known

\_\_\_\_\_  
\_\_\_\_\_  
Congressional District, if known: \_\_\_\_\_

**7. Federal Department/Agency:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Federal Action Number, if known:**

\_\_\_\_\_

**10. a. Name and Address of Lobbying Registrant**  
(if individual, last name, first name, MI):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. If Reporting Entity in No. 4 is Subawardee,**

Enter Name and Address of Prime:

\_\_\_\_\_  
\_\_\_\_\_  
Congressional District, if known: \_\_\_\_\_

**7. Federal Program Name/Description:**

\_\_\_\_\_  
\_\_\_\_\_  
CFDA Number, if applicable: \_\_\_\_\_

**9. Award Amount, if known:**

\$ \_\_\_\_\_

**b. Individuals Performing Services (including address**  
**if different from No. 10a) (last name, first name, MI):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11.** Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: \_\_\_\_\_

Print Name: Alex Russin

Title: Superintendent

Telephone: 907-424-3265

Date: April 18, 2025

**Federal Use Only**

Approved by OMB 0348-0046

**Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)**



# FEDERAL PROGRAMS APPLICATION 2025-2026 ASSURANCES & CERTIFICATIONS

## INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 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 (0348-0046), Washington, DC 20503