

Application for Federal Assistance SF-424		Version 02
<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>*2. Type of Application</b> * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision  *Other (Specify) _____
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: Prince George's County, Maryland		
*b. Employer/Taxpayer Identification Number (EIN/TIN): XX-XXXXXXX		*c. Organizational DUNS: XXXXXXXXXX
<b>d. Address:</b>		
*Street 1: <u>9400 Peppercorn Place, Suite 200</u>		
Street 2: _____		
*City: <u>Largo</u>		
County: <u>Prince George's County</u>		
*State: <u>Maryland</u>		
Province: _____		
*Country: <u>USA</u>		
*Zip / Postal Code <u>20774</u>		
<b>e. Organizational Unit:</b>		
Department Name: Department of Housing and Community Development		Division Name: Community Planning and Development Division
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: _____		*First Name: <u>Shirley</u>
Middle Name: <u>E.</u>		
*Last Name: <u>Grant</u>		
Suffix: _____		
Title: <u>Acting Manager, CPD</u>		
Organizational Affiliation: Same as Applicant		
*Telephone Number: 301-883-5542		Fax Number: 301-883-7146
*Email: <u>segrant@co.pg.md.us</u>		

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

B.County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

**U.S. Department of Housing and Urban Development**

**11. Catalog of Federal Domestic Assistance Number:**

14-257 \_\_\_\_\_

CFDA Title:

Homelessness Prevention and Rapid Re-Housing Program \_\_\_\_\_

**\*12 Funding Opportunity Number:**

FR-5307-N-01 \_\_\_\_\_

\*Title:

The American Recovery and Reinvestment Act of 2009 \_\_\_\_\_

**13. Competition Identification Number:**

N/A \_\_\_\_\_

Title:

N/A \_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**County-wide**

**\*15. Descriptive Title of Applicant's Project:**

Financial Assistance, Housing Relocation and Stabilization, Data Collection and Evaluation, and Administration



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**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange ([www.hudhre.info](http://www.hudhre.info)). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

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The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

*Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.*

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

**A. General Information**

<b>Grantee Name</b>	Prince George's County, Maryland, Government
<b>Name of Entity or Department Administering Funds</b>	Department of Housing and Community Development
<b>HPRP Contact Person</b> (person to answer questions about this amendment and HPRP)	Shirley E. Grant
<b>Title</b>	Acting Manager, Community Planning and Development
<b>Address Line 1</b>	9400 Peppercorn Place, Suite 200
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Largo, MD, 20602
<b>Telephone</b>	301-883-5542
<b>Fax</b>	301-883-7142
<b>Email Address</b>	segrant@co.pg.md.us
<b>Authorized Official</b> (if different from Contact Person)	James E. Johnson
<b>Title</b>	Acting Director, Department of Housing and Community Development
<b>Address Line 1</b>	9400 Peppercorn Place, Suite 200
<b>Address Line 2</b>	
<b>City, State, Zip Code</b>	Largo, MD, 20602
<b>Telephone</b>	301-883-5531
<b>Fax</b>	301-883-9832
<b>Email Address</b>	JEJohnson@co.pg.md.us
<b>Web Address where this Form is Posted</b>	www.princegeorgescountymd.gov/Government/AgencyIndex/HCD

<b>Amount Grantee is Eligible to Receive*</b>	<b>\$2,512,242</b>
<b>Amount Grantee is Requesting</b>	<b>\$2,512,242</b>

\*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

**B. Citizen Participation and Public Comment**

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: The County requires any substantial amendments to the Annual Action Plans be available for public comment and a County resolution transmitted to the County Council by the County Executive for support and adoption. Free copies of the amendment are available to the public at the main County libraries, the Department of Housing and Community Development, and on the County's website. A Public notice will be advertised in three local newspapers.

The County Executive will transmit the County Resolution regarding the Substantial Amendment to the County Council on April 24, 2009. The draft Substantial Amendment will be available for public comment on April 30, 2009 for a period of 12 days, as required by HUD. A public hearing is scheduled for May 12, 2009 at which time the County Council can adopt the Substantial Amendment. Upon the adoption of the County Resolution, the County will submit the Substantial Amendment to HUD for approval and funding.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options: The County will check the appropriate box, after the public hearing is held by the County Council.

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: The County will provide a summary of public comments after the County Council holds the public hearing.

**C. Distribution and Administration of Funds**

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

Formula Allocation

Other (Specify: Direct Solicitation to Qualified Organizations)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: In efforts to ensure effective and timely use of HPRP funds on eligible activities, as outlined in the HPRP Notice, the Administering Agency (DHCD) selected three qualified local government agencies (Housing Authority of Prince George's County (HA), Department of Social Services (DSS), and Department of Family Services (DFS)) to carry out the eligible activities. This process is a "direct solicitation".

The Department of Social Services will distribute funds through a "competitive process" that begins with a "Request for Applications" or "RFAs". Applications from private non-profit organizations will be reviewed and assessed against desired program criteria, and awards will be made to the recipients or subgrantees.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: The Department of Housing and Community Development (the Administering Agency), will enter into an Operating Agreement with the qualified local government agencies: HA, DSS, and DFS. Once HUD executes the HPRP grant agreement, the County's Office of Finance will set up the appropriate subgrantee accounts and be responsible for the draw down of funds through the Integrated Disbursement Information System (IDIS). HPRP funds may be paid in advance. DHCD will be responsible for setting up the activities in HUD's IDIS. Each subgrantee (including the DSS's subgrantees) will be responsible for entering the data in HUD's Homeless Management Information System (HMIS). DHCD will be responsible for oversight and monitoring of the HPRP. This includes reporting on grant expenditures in IDIS and performance reports.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

## **Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

Response: The Department of Housing and Community Development, Community Planning and Development (CPD) Division is responsible for the oversight and monitoring of the HPRP eligible activities. CPD will assign two Project Managers to administer and monitor the HPRP funded subgrantee operating agreements and monitoring subgrantee in the areas of Fair Housing, Equal Opportunity and Section 3 and Labor Standard reviews; Section 504/American Disability Act and Minority Business Enterprise utilization. The CPD Project Managers are also responsible for processing reimbursement requisitions and advanced payments. CPD will assign two Contract Administrators to prepare operating agreements with the three local government agencies receiving HPRP funds to carryout eligible activities. CPD will assign the IDIS Administrator to set up all funded activities in IDIS. CPD will assign one Project Manager to conduct the Environmental Reviews. DSS is responsible for overseeing and monitoring subgrantees selected through their competitive process.

The Division will follow the compliance and monitoring procedures established in the County's Fiscal Year 2009 Annual Action Plan for Federally-funded programs. The County's approach to subgrantee monitoring involves several areas of focus through a scheduling process: (1) Orientation, Training, and Technical Assistance, (2) Program and Records Management, and (3) On-Site Comprehensive Monitoring.

### **D. Collaboration**

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: DHCD plans to hold several consultations with the local agencies that can serve similar target populations, which receive funds under the American Recovery and Reinvestment Act of 2009 throughout the planning and implementation stages of the County's HPRP program. One strategy is to work collaboratively with the Housing Authority of Prince George's County, the Department of Social Services, the Department of Family Services, the Family Crisis Center, and the Maryland Department of Veterans Affairs to target homeless veterans, victims of domestic violence, mentally ill/disabled residents who are at risk of homelessness, and homeless families in crisis who are "hop-scotched" from church to church during the winter months.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

Response: The lead entity that develops and coordinates the CoC strategy and planning process in the County representing the “Community” is the Homeless Services Partnership (HSP). HSP is an inclusive coalition of local and state government agencies, public and private sectors, service providers, consumers, formerly homeless persons, and other interested individuals. The Department of Social Services (DSS) is the local administering agency for the County’s homeless services programs and facilitates the annual CoC application process. The Department of Housing and Community Development held a consultation with DSS on April 6, 2009 and the HSP on April 9, 2009 to discuss the HPRP activities which are aligned with the County’s CoC’s strategies for preventing and ending homelessness. The HPRP activities address several homelessness and priority issues, outlined in the County’s CoC, affecting homeless individuals and families (e.g., language barriers, lack of affordable housing, leveraging resources for outreach and supportive services and comprehensive discharge planning among hospitals, jails, treatment centers, etc.) The three subgrantees (HA, DSS, DFS), will work collaboratively by referring clients to each other for financial assistance and relocation and stabilization services.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee’s Consolidated Plan (limit 250 words).

Response: The HPRP funds will be used to increase the financial resources to address the following housing and community development goals and objectives as described in the County’s Consolidated Plan: (1) provide housing (rental) subsidies to low and moderate-income families; (2) support the County’s CoC goal of ending chronic and non-chronic homelessness by 2012 by developing additional permanent housing and providing intensive case management, housing counseling for homeless individuals and families and (3) improve the quality of life by providing needed public services to stabilize crisis situations for homeless or those at-risk of becoming homeless.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

**E. Estimated Budget Summary**

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

<b>HPRP Estimated Budget Summary</b>			
	<b>Homelessness Prevention</b>	<b>Rapid Re-housing</b>	<b>Total Amount Budgeted</b>
Financial Assistance <sup>1</sup>	\$500,000	\$500,000	\$1,000,000
Housing Relocation and Stabilization Services <sup>2</sup>	\$643,315	\$643,315	\$1,286,630
<b>Subtotal</b> (add previous two rows)	<b>\$1,143,315</b>	<b>\$1,143,315</b>	<b>\$2,286,630</b>

Data Collection and Evaluation <sup>3</sup>	\$100,000
Administration (up to 5% of allocation)	\$125,612
<b>Total HPRP Amount Budgeted<sup>4</sup></b>	<b>\$2,512,242</b>

<sup>1</sup>Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

<sup>2</sup>Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

<sup>3</sup>Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

<sup>4</sup>This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) - DRAFT**

**F. Authorized Signature**

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

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Signature/Authorized Official

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Date

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Title

## **Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications**

The HPRP Grantee certifies that:

**Consolidated Plan** – It is following a current HUD-approved Consolidated Plan or CHAS.

**Consistency with Plan** – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

**Confidentiality** – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

**Discharge Policy** – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**HMIS** – It will comply with HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## **GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

**Affirmatively Further Fair Housing** -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Drug-Free Workplace** -- 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 ongoing drug-free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) 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 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
  - (a) Abide by the terms of the statement; and
  - (b) 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;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
  - (a) 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

- (b) 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;
- 7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying --** To the best of the state, territory, or local government's knowledge and belief:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, 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 contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- 3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Local Government, State, or Territory --** The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with Plan --** The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

**Section 3 --** It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

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Signature/Authorized Official

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Date

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Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. 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)

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

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).