

**LETTER OF INTENT**

<b>Name and Title of Agency Administrator</b>	<b>Name and Title of Project Director</b>
<b>Name of Agency</b>	<b>Address (Include Street, City &amp; Zip)</b>
<b>County Name and Number:</b>	<b>Telephone Number (Include area code)</b>
<b>E-mail address:</b>	<b>Fax Number (Include area code)</b>
<b>Title of Project:</b>	<b>Total Amount Applying For:</b> \$ _____
<b>Proposed Project Duration:</b>  _____ TO _____ <b>Month, Day, Year    Month, Day Year</b>	<b>Application Date:</b>  <b>Circle One:</b> First Year or Continuation
<b>SAM DATE:</b>	<b>Federal Tax ID #:</b>  <b>DUNS #:</b>

\_\_\_\_\_  
Signature of Authorized Agency Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Date

**RETURN TO:**

**ATTN: Leslie Galloway  
Office of Special Education  
Nebraska Department of Education  
301 Centennial Mall South  
P. O. Box 94987  
Lincoln, NE 68509-4987**

## **RDA Implementation Grant**

**Project Abstract** –Provide a concise summary of the project by addressing each item below (may attach additional pages; not more than one page per item; maximum of 6 pages). Refer to Grant Scoring Rubric for project content.

**1. Why is project needed?**

**2. Brief description of project (including population to be served if applicable):**

**3. Goals/Objectives:**

**4. Method of evaluation to measure success:**

**5. Describe Grantees capacity to implement and sustain the project:**

**6. Project Director's Qualifications:**

**BUDGET FORM (DISCRETIONARY FUNDS\*)**

100. Salaries (\_\_FTE)

*List each staff member name, salary, and FTE on attachment.*

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200. Employee Benefits

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300. Purchased Services

*List itemized services to be purchased on attachment.*

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400. Supplies and Materials

*List itemized supplies and equipment to be purchased on attachment.*

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500. Capital Outlay

*List itemized capital outlay to be purchased on attachment.*

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600. Other Expenses

*List itemized expenses(s) on attachment.*

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Total of 100 through 600

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Indirect Cost

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**TOTAL COST OF PROJECT**

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**OBJECT CODE DEFINITIONS (FOR EXPENDITURES MADE WITH GRANT FUNDS)**

**100. SALARIES:** Amounts paid to project staff.

**200. EMPLOYEE BENEFITS:** Amounts paid on behalf of project staff. These amounts are not included in the gross salary, but are over and above. Such payments are fringe benefit payments and while not paid directly to staff, nevertheless are part of the grant cost.

**300. PURCHASED SERVICES:** Amount paid for services rendered by personnel who are not on the agency payroll and other services that the agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

**400. SUPPLIES AND MATERIALS:** Amounts paid for material items of an expendable nature of less than \$5,000 per item that are consumed, worn out, or deteriorated by use; or items that lost their identity through fabrication or incorporation into different or more complex units or substances.

**500. CAPITAL OUTLAY:** Amount paid for equipment of \$5,000 or more per item (fixed assets or additions to fixed assets). Include lease/purchase payments here.

**600. OTHER EXPENSES:** Amounts paid for goods and services not otherwise classified above ( i.e. reimbursement of staff travel expenses, etc).

**Indirect Cost:** Not to exceed NDE Rule 51 guidance.

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

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

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**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
- (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 office or employee of any agency, a Member of Congress, an office 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 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 –

- 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 government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the application is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the duly authorized representative of this applicant, I hereby certify that the applicant will comply with the certification for (indicated by mark in appropriate box)

- Lobbying
- Debarment, suspension and other responsibility matters.

Agency Number and Name	Printed Name and Title of Authorized Representative
Signature	

NDE USE ONLY
<p>This form is being signed because of federal requirements relating to the Individuals with Disabilities Education Act (IDEA):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Deaf/Blind – Part G</li><li><input type="checkbox"/> Part C -- Handicapped Infant and Toddler Program [P.L 99-457] [Below Age 2]</li><li><input type="checkbox"/> Part B – Grants to States [Ages 3 to 21]</li><li><input type="checkbox"/> Preschool Grants for Handicapped Children [“Section 619”] [Ages 3 to 5]</li><li><input type="checkbox"/> Other [_____]</li></ul>