

CERTIFICATION OF A DRUG-FREE WORKPLACE  
(For contract amounts in excess of \$10,000)

The contractor/subcontractor will provide drug-free workplaces in accordance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701), and HUD's implementing regulations at 24 CFR part 24, subpart F by, among other things:

- 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:
  - i. the dangers of drug abuse in the workplace;
  - ii. the grantee's policy of maintaining a drug-free workplace;
  - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
  - iv. 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 subparagraph (a);
- d. notifying the employee in the statement required by subparagraph (a) that, as condition of employment under the grant, the employee will:
  - i. abide by the terms of the statement; and
  - ii. notify the employer, in writing, of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- e. notifying HUD, in writing, within ten 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 and title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless HUD has designated a central point for the receipt of such notices. Notice shall include the identification number of each affected grant;
- f. taking one of the following actions, within 30 calendar days after receiving notice under subparagraph d.2, with respect to any employee who is so convicted:

- i. 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
  - ii. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by 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 sub-paragraphs a, b, c, d, e and f;
- h. providing the street address, city, county, state, and zip code for the site or sites where the performance of work in connection with the grant will take place. For some applicants whom have functions carried out by employees in several departments or office, more than one location may need to be specified. It's further recognized that States and other applicants who become grantees may add or change sites as a result of changes to program activities during the course of grant-funded activities. Grantees, in such cases, are required to advise the HUD Field Office by submitting a revised "Place of Performance" form. The period covered by the certification extends until all funds under the specific grant have been expended.

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Signature of Authorized Certifying Official

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Title

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Applicant Organization

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Date