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To: Department Heads, Chief Fiscal Officers, MMARS Liaisons and Payroll Directors

From: Andrew W. Maylor, Comptroller of the Commonwealth

Date: October 4, 2019

Subject: Drug-Free Workplace Act Annual Certification for Departments Receiving Federal Grants

Comptroller Memo FY#2020-08

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### Executive Summary

This memo announces the Drug-Free Workplace Certification for Departments Receiving Federal Grants for federal fiscal year 2020.

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The Drug-Free Workplace Act of 1988 (41 USC § 8103) requires all recipients of federal grants to provide annual certification that the grant recipient will take certain steps to ensure a drug free workplace. 22 CFR 513.630(c) allows a state to file one certification to cover all grants to all state agencies from any federal agency. The Office of the Comptroller has created this certificate to cover all grants.

Enclosed is a signed copy of this "[Certification Regarding Drug-Free Workplace Requirements](#)" for the federal fiscal year (October 1, 2019 - September 30, 2020). It is each department head's responsibility to ensure compliance with certification requirements. Departments should take steps to ensure that their employees are notified of the Drug Free Workplace Act by including information in employee handbooks, posting this certification on bulletin boards in the agency, issuing memos to employees supporting these principles, etc.

This form should be maintained in your department files and a copy can be forwarded to any federal granting agency, upon request.

Enc. [Drug Free Certificate](#)  
Cc: Single Audit Liaisons  
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