Cooperative Civic Education and Economic Education Exchange Program Grant Competition

CFDA #84.304A

Information and Application Procedures for Fiscal Year 2009

Application Deadline: January 15, 2009

Frequently Asked Questions: Pages 27- 32

Office of Safe and Drug-Free Schools

http://www.ed.gov/osdfs

This application is exempt under the Paperwork Reduction Act since there will be less than 10 responses to this collection. Therefore, this collection does not require a valid OMB number.

UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Dear Colleague:

Thank you for your interest in applying for funding under the Cooperative Civic Education and Economic Education Exchange Program Grant Competition. This program is authorized by Title II, Part C, Subpart 3, Section 2345, of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001, 20 U.S.C. 6711-6716.

The U.S. Department of Education, in collaboration with the U.S. Department of State's Bureau of Education and Cultural Affairs, invites applicants to carry out specified program activities described in this application package. Funds awarded under this grant competition may be used to develop, enhance, and evaluate civic education programs or interventions through cooperating exchanges with emerging and newly developed democracies. The eligible applicants are non-profit educational organizations in the United States.

In a recent report by the National Conference on Citizenship, *2008 Civic Health Index*, high levels of citizen participation was reported in this year's presidential election. As a result, their engagement provided an opportunity to broaden and deepen democracy and civil society in the United States.

In meeting the demands of our increasingly global communities, it is critically important that our students have the skills necessary to succeed in the work force and the skills to be part of a civil society. Now more than ever before, it is vital that we continue to foster civic participation and engagement in our democracy as well as global citizenship and respect. It is important that we teach our children important lessons in civic education and government to ensure a well-rounded education.

Our schools play a significant role in helping to educate students about the principles that govern our democracy as well as the democratic practices of other societies around the world. Whether we are actively working to promote, practice, or advocate in civic education, we are all touched by the lives of children and the importance of helping them to have the knowledge, intellectual skills, disposition, and values necessary to become responsible citizens.

This booklet contains the instructions and forms needed to apply for a grant under the Cooperative Civic Education and Economic Education Exchange Program. Please be sure that your application complies with all of the requirements specified for this program.

We look forward to receiving your application.

Sincerely,

/S/

Deborah A. Price
Assistant Deputy Secretary

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I. APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

Applications for grants under this grant competition may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically you must use the site listed below.

Note: You may not submit your application by e-mail or facsimile.

Attention Electronic Applicants: Please note that you must follow the application procedures as described in the Notice Inviting Applications for this grant competition, published in the Federal Register on December 16, 2008. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

The competition deadline for the Cooperative Civic Education and Economic Education Exchange Program is **January 15, 2009**. If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Apply site (www.grants.gov) by 4:30:00 p.m. (Washington, DC time) on the application deadline date of **January 15, 2009**. If you submit your application through the Internet via the Grants.gov Apply site, you will receive an automatic acknowledgment when your application is received.

For more information on using Grants.gov, please refer to the Notice Inviting Applications that was published in the Federal Register on December 16, 2008, the Grants.gov Submission Procedures and Tips section on pages 9-12 of this application package, and the Grants.gov Web site (www.grants.gov).

You may access the electronic application for the Cooperative Civic Education and Economic Education Exchange Program Grant Competition at the following Web sites: www.grants.gov or www.ed.gov/programs/coopedexchange/index.html .

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date of **January 15, 2009**. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Please mail copies to:

U.S. Department of Education
Application Control Center
Attention: CFDA # 84.304A
400 Maryland Avenue, SW.
LBJ Basement Level 1
Washington, DC 20202-4260

You must show one of the following as proof of mailing:

(1) A legibly dated U. S. Postal Service Postmark.
(2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Applications Delivered by Commercial Carrier

Special Note: Due to disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the mailing instructions under the appropriate delivery method.

You must mail the original and two copies of the application on or before the deadline date of **January 15, 2009**. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Applications that are delivered by commercial carrier, such as Federal Express or United Parcel Service should be mailed to:

U.S. Department of Education
Application Control Center
Attention: CFDA #84.304A
400 Maryland Avenue, SW.
LBJ Basement Level 1
Washington, DC 20202-4260

Applications Delivered by Hand

You or your courier must hand deliver the original and two copies of your application by 4:30:00 p.m. (Washington, DC time) on or before the deadline date of **January 15, 2009**. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Please hand-deliver copies to:

U.S. Department of Education
Application Control Center
Attention: CFDA #84.304A
550 12th Street, SW, PCP - Room 7041
Washington, DC 20202-4260

The Application Control Center accepts application deliveries daily between 8:00:00 a.m. and 4:30:00 p.m. (Washington, DC time), except Saturdays, Sundays, and federal holidays.

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education (ED).

Attention – Microsoft Vista and Word 2007 Users

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1. **Register Early** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the registration steps are complete. For detailed information on the registration steps, go to www.grants.gov/applicants/get_registered.jsp.

   Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.

2. **Submit Early** – **We strongly recommend that you do not wait until the last day to submit your application**. Grants.gov will put a date and time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application, the speed of your internet connection, and the time it takes Grants.gov to process the application. If Grants.gov rejects your application (see step 3 below), you will need to resubmit successfully before 4:30:00 p.m. (Washington, DC time) on the deadline date.

   Note: To submit successfully, you must provide the D-U-N-S number on your application that was used when your organization registered with the Central Contractor Registry (CCR).

3. **Verify Submission is OK** – You will want to verify that Grants.gov and ED received your Grants.gov submission timely and that it was validated successfully. To see the date and time your application was received, log in to Grants.gov and click on the Track My Application link. For a successful submission, the date and time received should be earlier than 4:30:00 p.m. (Washington, DC time) on the deadline date, and the application status should be Validated, Received by Agency, or Agency Tracking Number Assigned.

   If the date and time received is later than 4:30:00 p.m. (Washington, DC time) on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site (www.grants.gov/help/submit_application_faqs.jsp#10). For more detailed information on why an application may be rejected, please review the Application Error Tips document (www.grants.gov/section910/ApplicationErrorTips.pdf). If you discover your application is late or has been rejected, please see the instructions below.

   Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the deadline date, contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the

transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m. (Washington, DC time), unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions).

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. You **must provide** on your application the **D-U-N-S number** that was used when your organization registered with the CCR.

Please go to www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on Grants.gov www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial-up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection (e.g. cable modem/DSL/T1). While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial-up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. See the Federal Register notice for detailed instructions.

MAC Users

If you do not have a Windows operating system, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-Windows users www.grants.gov/resources/download_software.jsp#non_window. Also, to view the white paper for Macintosh users published by PureEdge, go to the following link www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf or contact Grants.gov Customer Support www.grants.gov/contactus/contactus.jsp for more information.

If electronic submission is required and you are concerned about your ability to submit electronically as a non-Windows user, please follow the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. See the Federal Register notice for detailed instructions.

Additional Tips - Attaching Files

As described above, applicants should not upload a Word 2007 (.DOCX) file when attaching narrative files to their application. In addition, please ensure that you only attach the ED approved file types detailed in the Federal Register application notice (.DOC, .PDF or .rtf). Grants.gov cannot process an application that includes two or more files which have the same name within a grant submission. Finally, when attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend that you keep your file names to less than 50 characters.

II. PROGRAM BACKGROUND INFORMATION

General Information

Eligibility

This competition limits eligibility to organizations in the United States experienced in the development of curricula and programs in civic and government education for students in elementary schools and secondary schools in countries other than the United States, to carry out civic education activities.

The primary participants in the cooperative education exchange programs shall be educational leaders in the areas of civic and government education, including teachers, curriculum and teacher training specialists, scholars in relevant disciplines, educational policymakers, and government and private sector leaders from the United States and eligible countries. Please see a list of eligible countries in Section IV of this application package.

Note: This competition invites applications that address only civic education.

Authority

The grant competition is authorized under Title II, part C, Subpart 3, Section 2345 of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act of 2001, 20 U.S.C. 6711-6716.

Official Documents Notice

The official documents governing this grant competition is the Notice Inviting Applications published in the Federal Register and the Authorizing Legislation (see Section III, Legal and Regulatory Documents, in this application package). The notice also is available electronically at the following Web sites: www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

Applicants should clearly indicate in Block #11 of the Standard Form 424, the CFDA number and alpha suffix of this grant competition, **84.304A**.

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

34 CFR Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-profit Organizations)
34 CFR Part 75 (Direct Grant Programs)
34 CFR Part 77 (Definitions that Apply to Departmental Regulations)

34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities
34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
34 CFR Part 81 (General Education Provisions Act – Enforcement)
34 CFR Part 82 (New Restrictions on Lobbying)
34 CFR Part 84 (Government Wide Requirements for Drug-Free Workplace)
34 CFR Part 85 (Government Wide Department and Suspension)
34 CFR Part 86 (Institutions of Higher Education only)
34 CFR Part 97 (Protection of Human Subjects)
34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
34 CFR Part 99 (Family Educational Rights and Privacy)

Note: This is a complete application package for the Cooperative Civic Education and Economic Education Exchange Program Grant Competition. The package contains all of the information, application forms, and instructions needed to apply for this grant.

Notice of Nondiscrimination

All applicants under this grant competition should familiarize themselves with all federal statues related to nondiscrimination, as outlined in Item 6 of Standard Form 424B, to ensure that their proposed activities are compliant.

Assistance

Questions related to the requirements of this grant competition should be directed to Rita Foy Moss in the Office of Safe and Drug-Free Schools (OSDFS) at 202-245-7866 or by email at rita.foy.moss@ed.gov. Additional information about the Cooperative Civic Education and Economic Education Exchange Program Grant Competition may be found at the OSDFS Web site www.ed.gov/osdfs or www.ed.gov/program/coopedexchange/index.html.

Technical Assistance

The Office of Safe and Drug-Free Schools will offer a 1 1/2 hour technical assistance call during which staff will take questions from prospective applicants on topics including eligibility requirements, application requirements, and the peer review process. Specific information on when this call will be held will be posted on our Web site at: www.ed.gov/program/coopedexchange/index.html.

Project Period

Projects will be funded for up to 36 months (3 budget periods of 12 months each). Grants awarded under this program will be funded for one year at a time. Decisions regarding additional years of funding for all grant awards will be made on the basis of such factors as: a) whether or not grantees have made substantial progress towards

achieving the goals and objectives of the project; and b) availability of funds. We suggest developing a timeline that starts on June 1, 2009 and runs through May 31, 2012.

Note: Applicants requesting three year projects must submit ED Form 524 and a detailed budget narrative for each year. Failure to submit ED Form 524 and a detailed budget narrative for each of the proposed project years will result in funds not being awarded for those years. Please note that ED is not bound by any estimates contained in this application package.

Estimated Award Information

It is estimated that 1-2 new awards will be made under this grant competition. The range of awards is approximately $500,000 to $1,000,000 per year depending on the scope of work. These figures are only estimates and do not bind ED to a specific number of grants or amount of any grant award.

In making awards under this program, the Secretary will consider the rank order of applicants, and to the extent practicable, ensure that awards under this program are equitably distributed. Contingent upon the availability of funds and quality of applications, the Secretary may make awards in fiscal year 2009-2010 from the rank-order list of unfunded applications from this competition.

Matching Funds

This program does not require a matching contribution from the grantee.

Priorities

The fiscal year 2009 grant competition for the Cooperative Civic Education and Economic Education Exchange Program includes **one absolute priority** and **one invitational priority**. The responses to each priority should be identified within the Abstract of the Project Narrative. If you are using Grants.gov, responses to the selection criteria are uploaded in the Project Narrative Attachment Form. You may address the selection criteria in the abstract, but the actual responses to selection criteria are in the Project Narrative Attachment Form section, or for hard copy applications, the Project Narrative section.

Application Due Date

All applications submitted electronically through the Grants.gov Apply site **must** be submitted by **January 15, 2009** at **4:30:00 p.m. (Washington, DC time)** to be eligible for review. The U.S. Department of Education Application Control Center must receive applications delivered by hand no later than 4:30:00 p.m. (Washington, DC time) on **January 15, 2009**. Applications sent by U.S. mail must be postmarked on or before **January 15, 2009** to be eligible for review. Applications may not be emailed or faxed.

Under very extraordinary circumstances, ED may change the deadline date for a grant competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in the section under Electronic Submission of Applications.

Page Limit

Applicants are strongly encouraged to limit the application narrative to the equivalent of not more than 25 pages. The limit of 25 pages only applies to responses to the selection criteria.

Project Director

Applicants must provide the name of the person who will serve as project director and indicate the percentage of the person's time that will be devoted to the grant.

E-mail Addresses

As part of our review of your application, we may need to contact you with questions for clarification. Please be sure your application contains valid e-mail addresses for the project director and authorized representative or another party designated to answer questions in the event the project director and authorized representative are unavailable.

Required Meetings

Applicants must budget for the project director to attend the Office of Safe and Drug-Free Schools National Conference in year one of the grant. For planning purposes, applicants should include funds for transportation, lodging for two nights and three days, and per diem costs. Also, applicants must budget for one person to attend the Project Director's Orientation Meeting in year one of the grant. Applicants should include funds for transportation, lodging for one night, and per diem costs. Both meetings will be held in Washington, DC.

Review of Applications and Notification of Award

The review of applications and notification of awards for this grant competition requires approximately 8 to 10 weeks. We expect to notify successful applicants by mid May 2009. Unsuccessful applicants will be notified within 60 days after awards are announced.

Human Subjects Research Activities

Please see Item 3 of the Instructions for Supplemental Information for Standard Form 424 in Section IV of this application package. Projects funded under this grant program

may be subject to protection of human subjects research requirements. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at 202-260-3353.

U.S. Department of Education's Expectations

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by ED and its contractors. At a minimum, grantees are expected to maintain records on how their program is operating; maintain records on the extent to which the program objectives are being met; include specific performance measures in their evaluation plan; and make ongoing project information, findings, and products available to ensure the dissemination of knowledge gained from this effort during the grant period.

Contracting for Services

Generally, all procurement transactions must be conducted in a manner providing full and open competition, consistent with the standards in Section 80.36 and Sections 74.40 through 74.48 of EDGAR. This section requires that grantees use their own procurement procedures (which reflect state and local laws and regulations) to select contractors, provided that those procedures meet certain standards described in EDGAR, available online at www.ed.gov/policy/fund/reg/edgarReg/edar.html.

Because grantees must use appropriate procurement procedures to select contractors, applicants should not include information in their grant applications about specific contractors that will be used to provide services for the proposed project. Consistent with the limitations in Section 75.515 of EDGAR concerning the use of consultants, contractors, or consultants that may be used to help prepare grant applications, but their participation in the application development process should not be presumed to result in the receipt of a contract for work under the project if a grant is awarded. Applicants may include in their budget a reasonable sum for costs to prepare the grant application. This sum should be based on an appropriate hourly rate of pay and may be charged only in the first year of the grant.

The Government Performance and Results Act (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is designed to address problems identified by Congress more than a decade ago, including lack of performance data that can be used both by federal program managers to improve program efficiency and effectiveness, and by Congress to ensure that spending decisions and oversight are informed by information about program performance. GPRA seeks to improve public confidence in the capability of the federal government by systematically holding federal agencies accountable for achieving results, promote an increased focus on results and service quality, and help federal managers improve program quality.

If funded, applicants will be expected, consistent with one of the statutory purposes of this program (see 20 U.S.C. 6715 (b) (5) (A)), to provide information on the results of any independent research and evaluation assistance supported to determine the effects of the Cooperative Civic Education and Economic Education Exchange Program on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

In addition, funded applicants responding to the Invitational Priority are encouraged to collect and submit data on the effects of the program on the knowledge and skills of students, and the classroom practice (s) of participating teachers.

Grantees will be expected to collect and report that data to the Department in their annual performance report and final performance report www.ed.gov/fund/grant/apply/appforms/ed524b_coverfill.pdf and www.ed.gov/fund/grant/apply/appforms/ed524b_statusfill.pdf.

Tips for Preparing and Submitting an Application

A. Before You Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
  - ✓ Frequently Asked Questions section in this application package
  - ✓ Resources related to this specific grant competition on our Web site at www.ed.gov/programs/coopedexchange/index.html
  - ✓ General grant application technical assistance resources on our Web site at www.ed.gov/admins/grants/apply/techassist/index.html
- If there is information that you do not understand, contact the competition manager for this grant competition.

B. Preparing Your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so ED staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

C. Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you submit your application electronically, you must use the Grants.gov Web site. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt.

D. What Happens Next?

- In approximately two weeks (depending on the volume of applications we receive), you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number. If you submit your application electronically, the PR/Award number will be generated automatically when you submit your application. Please refer to this number if you need to contact us about your application.
- OSDFS staff members screen each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of independent reviewers and will receive a score from 0 to 100 depending how well it addresses the selection criteria.
- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers. Please be sure your application contains a valid e-mail and mailing address for both the Project Director and Authorized Representative.

Cooperative Civic Education and Economic Education Exchange Program

The Department of Education (ED) has supported the improvement of the quality of civic education and economic education through exchange programs with emerging and newly developed democracies for over twelve years. Through discretionary grants and the dissemination of information on effective teaching strategies, professional development, and exemplary curriculum, ED supports program efforts and interventions that address the multifaceted issues facing these emerging democracies, and provide assistance in the development, adaptation, and translation of instructional materials for classrooms in the United States and outside of the United States.

A sample of scholarly studies and projects in civic education that were conducted both nationally and internationally are described below. The projects were based on theory, expert consensus, practical experience, lessons learned, and evaluated programs.

The Department of Education, National Center for Education Statistics (NCES), issued a report that provided a statistical analysis on the meaning of democracy to students in the United States. The report entitled, What Democracy Means to Ninth-Graders: Highlights of U.S. Results from the International Association for the Evaluation of Educational Achievement (IEA) Civic Education Study[1] was written to inform educators, practitioners, policymakers, parents, and concerned citizens about the status of civic education in the United States. The assessment was administered to 2,811 students across 124 public and private schools nationwide at the beginning of the ninth grade school year. The assessment was developed through an expert consensus, and designed to measure knowledge and understanding of key civic principles universal across twenty-eight different democracies, including the United States. There were three instruments included in the assessment, a questioner for students, the school, and teachers. The student questionnaire included five types of items: (1) civic content; (2) civic skills; (3) concepts of democracy, citizenship, and government; (4) attitudes toward civic issues; and (5) expected political participation. The results indicated that the U.S. students performed well when compared with students in the other twenty-seven participating countries--they scored significantly above the international average on the total civic knowledge scale and the average scores on the civic content subscale items.

Since that report was released, a number of significant studies and other reports have been released on the status of civic education, at the national and international level. In an empirical research study conducted by the Consortium of Chicago School Research (CCSR) at the University of Chicago it was reported that what happens in the classroom is critically important in the civic development of young people. The findings from this longitudinal study of 4,000 high school students showed that students who experienced a focus on topics such as social issues and community improvement in their classes tended to develop a stronger sense of commitment to civic participation. [2]

The National Assessment of Education Progress (NAEP) 2006 Civics Assessment found that only 27 percent of high school seniors were “proficient” in the subject, and only 5 percent were advanced. The levels of civic knowledge reported are low and raises considerable concern about the future of our democracy and future citizens and leaders. A number of suggestions were provided on ways to strengthen civic education to increase civic knowledge. Some of the suggestions included developing new curricula or providing teacher education.[3]

Data from the report, entitled 2006 Civic and Political Health of the Nation: A Detailed Look at How Youth Participate in Politics and Communities, showed that approximately

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[1] U.S. Department of Education, National Center for Education Statistics. What Democracy Means to Ninth-Graders: U.S. Results From the International IEA Civic Education Study. Washington, DC, 2001.

[2] Sporte, Susan E. and Kahne, Joseph E., Susan. Developing Citizens: The Impact of Civic Learning Opportunities on Students’ Commitment to Civic Participation. Consortium on Chicago Public Schools Research at the University of Chicago. Chicago, IL, 2007.

[3] U.S. Department of Education. Institute of Education Sciences, National Center for Education Statistics, National Assessment of Educational Progress (NAEP). 2006 Civics Assessment. Washington, DC, 2006.

72 percent of young Americans say they follow what is going on in government and public affairs at least some of the time and 35 percent participate in political discussions. The report also revealed that education correlates with political knowledge and young people who are more engaged in their communities also have higher levels of political knowledge. People, in general, need high quality information in order participate in civic life and to act wisely. [4]

In a study conducted by the International Association for the Evaluation of Educational Achievement (IEA), an international comparison of civic and political knowledge of fourteen year-olds was conducted, American youth performed fairly well compared to students from other international countries participating in the study. [5]

The Civic Mission of Schools report compiled by the Center for Information and Research on Civic Learning and Engagement (CIRCLE) and the Carnegie Corporation of New York, called for the restoration of the civic mission of schools to ensure that our young people are being prepared to participate in the democratic future of our nation. The report provided a set of goals and approaches to implement more effective civic education programs and offers a set of recommendations for policymakers. Many of those recommendations are being implemented in states across this country. [6]

Recently, the National Conference on Citizenship released results of the 2008 Civic Health Index. The results were reported across the following categories: connecting to civic and religious groups; trusting other people; connecting to others through family and friends; citizen-centered engagement; giving and volunteering; staying informed; understanding civics and politics; participating in politics; trusting and feeling connected to major institutions; and expressing political views. The report states that the index findings are consistent with a 1999 Blue Ribbon National Commission on Civic Renewal. [7]

In its efforts to empower all students with a positive vision of citizenship in a democracy, several years ago, the National Council for the Social Studies issued a position statement on Creating Effective Citizens.[8] The statement identified the characteristics of an effective citizen and the characteristics of an effective citizenship education program.

The U.S. Department of Education has published a booklet for parents entitled Helping

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[4] Lopez, Mark Hugo; Levine, Peter; Both, Deborah; Kiesa, Abby; Kirby, Emily; Marcelo, Karlo. The 2006 Civic and Political Health of the Nation: A Detailed Look at How Youth Participate in Politics and Communities. The Center for Information and Research on Civic Learning and Engagement. University of Maryland, College Park, Maryland, 2006.
[5] Torney-Purta, Judith; Lehmann, Rainer; Oswald, Hans; and Schulz, Wolfram. Citizenship and Education in Twenty-eight Countries: Civic Knowledge and Engagement of 14 Year-Olds. International Association for the Evaluation of Educational Achievement, Amsterdam, 2001.
[6] Galston, William. The Civic Mission of Schools. The Center for Information and Research on Civic Learning and Engagement, University of Maryland, College Park, Maryland and the Carnegie Corporation of New York, 2003.
[7] The National Conference on Citizenship in Association with the Center for Information and Research on Civic Learning and Engagement and Saguaro Seminar. America's Civic Health Index: Broken Engagement. Washington, DC, 20006.
[8] National Council for the Social Studies. Position Statement of Creating Effective Citizens. Silver Spring, Maryland, 2001.

Your Child Become a Responsible Citizen.[9] The booklet is printed in English and Spanish and is one of the most requested documents from ED. It provides information for parents to help their children grow up to be responsible citizens and good people. The publication was first produced over eight years ago, but has been reprinted in each subsequent year.

There is an increasing interest in civic education and education for democracy at both the national and international levels. The focus of this program is to assist students and teachers in elementary and secondary schools in U. S. and in countries other than the U.S. to carry out programs and interventions in civic and government education.

EVALUATION REQUIREMENTS

Evaluation is a powerful tool that supports program planning and an understanding of effective strategies for assisting emerging democracies in developing exemplary curriculum and instructional materials in civic education for elementary and secondary students and teachers, as well as teacher professional development. Therefore, applicants must propose to implement an evaluation of their efforts, using outcome-based performance measures that document the effectiveness of the project's strategies.

The Secretary is particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods, to measure the effects of the Cooperative Civic and Economic Education Exchange Program on the knowledge and skills of students and the classroom practices (s) of participating teachers.

Keep in mind that what constitutes convincing evidence of success may differ from one project to the next. In preparing the project design and evaluation plan, applicants are encouraged to carefully review information from similar projects and the research literature to determine what has or has not been shown to be successful. This information should be reflected in the project design. The evaluation plan should demonstrate both qualitative and quantitative measures. Applicants also should include a description of all evaluation instruments they intend to use.

Under this grant competition, applicants will be expected, consistent with one of the statutory purposes of this program (see 20 U.S.C. 6715 (b) (5) (A)), to provide information on the results of any independent research and evaluation assistance supported to determine the effects of the Cooperative Civic Education and Economic Education Exchange Program on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

In addition, funded applicants responding to the Invitational Priority are encouraged to

[9] U.S. Department of Education, Office of Safe and Drug-Free Schools. Helping Your Child to Become a Responsible Citizen. Washington, DC 20202.

collect and submit data on the effects of the program on the knowledge and skills of students, and the classroom practice (s) of participating teachers.

Definitions

Eligible Applicants - Eligible applicants are defined as organizations, in the United States, experienced in the development of curricula and programs in civic and government education for students in elementary and secondary schools in countries other than the United States.

Primary Participants - Primary participants in the cooperative education exchange programs assisted through this grant shall be educational leaders in the areas of civic and government education, including teachers, curriculum and teacher training specialists, scholars in the relevant disciplines, and educational policymakers, and government and private sector leaders from the United States and eligible countries.

Eligible Countries - The legislation for this program defines the term eligible country as a Central European country, an Eastern European country, Lithuania, Latvia, Estonia, the independent states of the former Soviet Union as defined in section 3 of the FREEDOM Support Act (22 U.S.C. 5801), the Republic of Ireland, the Province of Northern Ireland in the United Kingdom, and any developing country (as such term is defined in section 209 (d) of the Education for the Deaf Act, 20 U.S.C 4359 a (d)) if the Secretary with concurrence of the Secretary of State, determines that such a developing country has a democratic form of government. A list of the eligible countries is included in this application package.

Funding Priority

This competition includes one absolute priority and one invitational priority. In accordance with 34 CFR 75.105 (b) (2) (iv), the absolute priority is from section 2345 (c) of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6715 (c)). To be considered for funding, each applicant must address the absolute priority.

Absolute Priority: Propose to carry out each of the following activities in civics and government education

For FY 2009, this priority is an absolute. Under 34 CFR 75.105 (c) (3) we consider only applications that meet this priority. To meet this priority, applicants must:

(1) Provide to the participants from eligible countries--

(A) Seminars on the basic principles of United States constitutional democracy, including seminars on the major governmental institutions and systems in the United States, and visits to such institutions;
(B) Visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in civics and government

education, in the United States;

(C) Translations and adaptation with respect to United States civics and government education, curricular programs for students and teachers, and in the case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and

(D) Independent research and evaluation assistance to determine the effects of the cooperative education exchange programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

(2) Provide to the participants from the United States--

(A) Seminars on the histories and systems of government of eligible countries;

(B) Visits to school systems, institutions of higher education, and organizations conducting exemplary programs in civics and government education located in eligible countries;

(C) Assistance from educators and scholars in eligible countries in the development of curricular materials on the history and government of such countries that are useful in United States classroom;

(D) Opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries; and

(E) Independent research and evaluation assistance to determine the effects of the cooperative education exchange programs assisted through this grant on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

(3) Assist participants from eligible countries and the United States to participate in international conferences on civics and government education for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

Invitational Priority: Performance Data

Under 34 CFR 75.105 (c) (1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications. Under this invitational priority, grant applicants may consider: The Secretary is particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods, to measure the effects of the Cooperative Civic Education and Economic Education Exchange Program on the knowledge and skills of students and the classroom practice (s) of participating teachers.

Selection Criteria

The following selection criteria will be used to evaluate applications. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The maximum number of possible points for all selection criteria is 100.

1) Significance - 15 points
2) Quality of the Project Design - 30 points
3) Quality of the Project Services - 20 points
4) Quality of Project Personnel - 10 points
5) Quality of the Project Evaluation - 25 points

1. Significance (15 points)

A. The national significance of the proposed project.
B. The potential contribution of the proposed project to increase knowledge or understanding of educational problems, issues, or effective strategies.
C. The importance or magnitude of the results or outcomes likely to be attained by the proposed project, improvements in teaching and student achievement.

Note: Reviewers also may consider the potential contribution to increase the knowledge, skills, or understanding of students, and the instructional strategies of participating teachers in the program or intervention. Reviewers may consider looking for answers to questions such as: Has the problem(s), issues, or effective strategies had an impact nationally or internationally? Have attempts to implement similar programs interventions or strategies been made by the applicant in the past and, if so, with what results?

2. Quality of the Project Design (30 points)

A. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
B. The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project activities.
C. The extent to which the proposed project involves the development or demonstration of promising new strategies that builds on, or is an alternative to, existing strategies.
D. The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.

Note: Reviewers also may consider how the project is based on current research about effective instructional and implementation strategies, and evidence to support how the project differs from and/or improves upon previous efforts in the field.

3. Quality of the Project Services (20 points)

A. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
B. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.
C. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

Note: Reviewers also may consider the conceptual framework underlying the proposed project and services along with a description of the target populations that will participate and the type of services that will be received. Reviewers may consider evidence that the project activities lead to a change or improvement at the local, state, national and international level. Broad approaches to vaguely defined problems will not be funded.

4. Quality of Project Personnel (10 points)

A. The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
B. The qualifications, including relevant training and experience, of key project personnel.

Note: Reviewers may consider looking for evidence of an organization's commitment to equal employment opportunities within a proposed project. Reviewers also may consider a summary of each key personnel background, with a special emphasis on those experiences related to the focus of the proposed project. Resumes or curriculum vitae should be included as an appendix.

5. Quality of the Project Evaluation (25 points)

A. The extent to which the evaluation data provide evidence of the effectiveness of the program.
B. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
C. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
D. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

Note: See the section on Evaluation Requirements (pages 22-23) for a discussion and guidance on what reviewers may consider under Project Evaluation.

Frequently Asked Questions

What is the goal of this grant competition?

- The goal of this grant competition is to provide funds to improve the quality of civic and government education in the United States, to foster competence and responsibility, and to improve the quality of civic education through programs with emerging democracies. The funds will be used to create and implement programs and interventions in civic and government education for teachers and students in elementary and secondary classrooms.

Who is eligible to apply?

- This grant competition is open to organizations in the United States experienced in the development of curricula and programs in civic and government education for students and teachers in elementary and secondary schools in countries other than the United States, to carry out civic education activities.

What is the deadline date for applications under this grant competition?

- January 15, 2009.

May I get an extension of the deadline date?

- Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Department announces such a change in a notice published in the Federal Register.

  If you experience problems submitting your application through Grants.gov please contact the Grants.gov Support Desk at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and keep a record of it.

  If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m. (Washington, DC time) the following business day to enable you to transmit your application electronically or by hand delivery. You also may submit your application by following the mailing instructions described elsewhere in this application package.

  If you submit an application after 4:30:00 p.m. (Washington, DC time) on the application deadline date, please contact Rita Foy Moss at rita.foy.moss@ed.gov or 202/245-7866 and provide an explanation of the technical problem you experience with Grants.gov, along with the Grants.gov Support Desk Case

Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m. (Washington, DC time) on the application deadline date. ED will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Do I need to include the address for responses in the letter to the State Single Point of Contact?

- Yes, you should direct them to send comments to the following address: The Secretary, EO 12372-CFDA #84.304A, U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW, Washington, DC, 20202.

What is required if my State Single Point of Contact indicates that they are not reviewing application for this grant competition?

- You should include a copy of such a response from the State Single Point of Contact in the application package submitted to the U.S. Department of Education and check the appropriate line on the SF 424 form.

By what date do I have to submit my application to my State Single Point of Contact, if participating?

- You must submit your application to the State Single Point of Contact on or before the deadline date for transmitting the application to the Department.

Do I have to submit my application electronically?

- No. Applications may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically you must use the Grants.gov site.

  Note: You may not submit your application by e-mail or facsimile.

How do I register to submit my grant electronically?

- You are required to register on Grants.gov prior to submitting your application, as well as with the Central Contractor Registry (CCR). Both of these systems

require that you have a valid D-U-N-S number. Registration may take several days or weeks so please begin the process early.

Does Grants.gov support Word 2007?

- The new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If any of the documents included in the application are saved with the .DOCX extension, the entire application will be rejected by Grants.gov. If you have any questions regarding this matter, please e-mail the Grants.gov Contact Center at Support@grants.gov or call 1-800-518-4726.

I submitted my application by the deadline via Grants.gov. Am I finished?

- No, do not assume that you are finished. If you submit your application via Grants.gov, there is a two-step validation process. Within two days of submitting your grant application, you will receive two e-mail messages. The first e-mail will confirm receipt of your application by the Grants.gov system. The second e-mail will indicate whether your application was successfully validated by the system or if it was rejected due to errors. You should track your application via the Grants.gov system to determine the progress of your application until the system shows a validated or rejected status or until you have received the e-mail indicating that it has been successfully validated or rejected.

What if I have not received a validation by the closing date?

- If you submit your application within two days prior to the application transmittal deadline, you may not receive your validation or rejection notification until after the closing date. We recommend that if you have not received the two e-mail notifications indicating receipt and validation by 4:30:00 p.m. (Washington, DC time) on the application deadline date, print your application and mail a hard copy of it, adhering to the hard copy application submission procedures and requirements written in this application.

What are some of the reasons I will not receive a validation from Grants.gov?

- You submitted your application after the application deadline date and time.
- The E-Business Point of Contact at your organization did not respond to the registration e-mail from Grants.gov and authorize you as an Authorized Organization Representative (AOR).
- You did not provide the D-U-N-S number on your application (SF 424 form) that was used when you registered as an AOR.
- You uploaded a file type that is not compatible with Grants.gov.
- You did not fill out all the mandatory fields in the application package.

Additional reasons Grants.gov may reject an application can be found on the Grants.gov Web site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. We also suggest reading all the FAQs on Grants.gov (http://www.grants.gov/help/submit_application_faqs.jsp#10) to provide you with additional information to assist with your submission.

If I am submitting my application electronically, how should I submit forms with signatures?

- If you are submitting an electronic application, you may either upload signed versions of the forms, in a .PDF format, to Grants.gov or you may fax the signed forms to the Department of Education. These documents may be faxed to (202) 245-7166 to the attention of Rita Foy Moss and must be received within three days of your application submission.

Does Grants.gov support the new Microsoft Vista Operating System?

- Grants.gov uses two viewer products - Adobe Acrobat Reader and PureEdge - that predate the release of Windows Vista. Adobe Reader 7.0.9 may work with Vista, but Adobe does not fully support this configuration. PureEdge Viewer v.6.0.2 is only compatible with Vista when using a Citrix server connection. Grants.gov is anticipating the release of Adobe Reader 8.1.1 shortly, which will be compatible with Microsoft Vista. Until Adobe Reader 8.1.1 is released, you have two choices: Use an operating system other than Vista or use Citrix, which has been identified as an option for any applicant that is using Vista. The Grants.gov Web site (www.grants.gov/help/general_faqs.jsp#18) has been updated to provide applicants with instructions on how to utilize the Citrix solution.

Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF 424?

- If you are submitting your application electronically via Grants.gov, then you will need to provide these numbers. They can be located on Grants.gov Web site on the application download page and also on the application package page once the package has been downloaded. If you are submitting a hard copy of your application, then you do not need to provide these numbers as they are used strictly for an electronic application package submitted via Grants.gov.

What are the project and budget periods for these grants?

- The project period is 36 months. Projects will be funded for one year with an option for each additional year, contingent upon substantial progress by the grantee and the availability of funds. A budget should be submitted for each year. We intend the project and budget periods for projects funded under this grant competition to be June 1, 2009-May 31, 2012.

How much money is available under this grant competition?

- The Administration's budget request for 2009 does not include funds for this program. However, we are inviting applications to allow enough time to complete the grant process before the end of the current fiscal year, if Congress appropriates funds for this program.

How many new awards will be made?

- It is estimated that 1-2 new awards will be made.

What is the average amount of each grant?

- Projects will be funded for approximately $500,000-$1,000,000 per year depending on the scope of work. The figures are only an estimate and do not bind the Department of Education to any specific number of grants or amount of funding for any grant.

Is there a matching requirement?

- This program does not involve cost sharing or matching.

Is there a restricted indirect cost rate for this program?

- No. For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Individuals who apply for any grant competition through the Department of Education are not allowed to budget for an indirect cost rate.

  You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain a competitive advantage if you do.

  If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, you have 90 days from the time you transmit your application to submit the necessary paperwork to the Department to receive a negotiated indirect cost rate. For more information about indirect cost rates, please visit www.ed.gov/about/offices/list/ocfo/intro.html.

Can grant funds be used to support professional development activities?

- Yes, as long as the activities directly support the purposes of the grant.

Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?

- There is no daily limit or cap for consultant fees. However, all costs charged to a grant, including consultant fees, should be, as provided for in the OMB Cost Circulars, reasonable. Information related to these fees should be included on ED Form 524 under the Contractual budget category. Also, applicants should be sure to fully substantiate all expenditures in the budget narrative.

Does my application have to address both the absolute and invitational priority?

- This competition includes one absolute priority and one invitational priority. To be considered for funding, each applicant must address the absolute priority and the activities specified under that priority. We do not give an application that meets the invitational priority a competitive or absolute preference over other applications. The Secretary is particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods to measure the effects of this program on the knowledge and skills of students and the classroom practice (s) of participating teachers.

What countries are eligible to participate in this program?

- A list of eligible countries is included in the General Application Instructions and Information section of this application package.

How does the Freedom of Information Act affect my application?

- The Freedom of Information Act (FOIA) provides that any person has the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit www.usdoj.gov/04foia/foiastat.htm.

Who do I contact for more information about this grant competition?

- You may contact Rita Foy Moss, Education Program Specialist, U.S. Department of Education, 400 Maryland Avenue, SW, PCP, Room 10006, Washington, DC 20202, Telephone: 202/245-7866, Fax: 202/245-7166, E-mail: rita.foy.moss@ed.gov .

III. LEGAL AND REGULATORY DOCUMENTS

Notice Inviting Applications
Federal Register Publication Date – December 16, 2009

4000-01-U
DEPARTMENT OF EDUCATION
Office of Safe and Drug-Free Schools

Overview Information
Grant Competition for the Cooperative Civic Education and Economic Education Exchange Program
Notice inviting applications for new awards for fiscal year (FY) 2009.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.304A

Dates:
Applications Available: December 16, 2008.
Deadline for Transmittal of Applications: January 15, 2009.
Deadline for Intergovernmental Review: March 16, 2009.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Cooperative Civic Education and Economic Education Exchange Program provide grants to improve the quality of civic education through cooperative civic education exchange programs with emerging democracies.

Note: This competition invites applications that address only civic education.

Priorities: This competition includes one absolute priority and one invitational priority. In accordance with 34 CFR 75.105(b) (2) (iv), the absolute priority is from section 2345(c) of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6715(c)).

Absolute Priority: For FY 2009, this priority is an absolute priority. Under 34 CFR 75.105(c) (3) we consider only applications that meet this priority. This priority is:

Each applicant must propose to carry out each of the following activities:

(1) Provide to the participants from eligible countries--
- (A) Seminars on the basic principles of United States constitutional democracy, including seminars on the major governmental institutions and systems in the United States, and visits to such institutions;
- (B) Visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in civics and government education, in the United States;
- (C) Translations and adaptations with respect to United States civics and government education, curricular programs for students and teachers, and in the

case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and

(D) Independent research and evaluation assistance to determine the effects of the cooperative education exchange programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

(2) Provide to the participants from the United States--

(A) Seminars on the histories and systems of government of eligible countries;

(B) Visits to school systems, institutions of higher education, and organizations conducting exemplary programs in civics and government education, located in eligible countries;

(C) Assistance from educators and scholars in eligible countries in the development of curricular materials on the history and government of such countries that are useful in United States classrooms;

(D) Opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries; and

(E) Independent research and evaluation assistance to determine the effects of the cooperative education exchange programs assisted through this grant on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

(3) Assist participants from eligible countries and the United States to participate in international conferences on civics and government education for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

Within this absolute priority, we are particularly interested in applications that address the following invitational priority.

Invitational Priority: Under 34 CFR 75.105(c) (1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications. This priority is:

Performance Data

The Secretary is particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods, to measure the effects of the Cooperative Civic Education and Economic Education Exchange Program on the knowledge and skills of students and the classroom practice (s) of participating teachers.

Program Authority: 20 U.S.C. 6711-6716.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.
Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration's budget request for FY 2009 does not include funds for this program. However, we are inviting applications to allow enough time to complete

the grant process before the end of the current fiscal year, if Congress appropriates funds for this program.

Estimated Range of Awards: $500,000 - $1,000,000.
Estimated Average Size of Awards: $1,000,000.
Estimated Number of Awards: 1-2.
Note: The Department is not bound by any estimates in this notice.
Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: Organizations in the United States experienced in the development of curricula and programs in civics and government education and economic education for students in elementary schools and secondary schools in countries other than the United States.

2. Eligible Country: For the purpose of this grant competition, the term eligible country means a Central European country, an Eastern European country, Lithuania, Latvia, Estonia, the independent states of the former Soviet Union as defined in section 3 of the FREEDOM Support Act (22 U.S.C. 5801), the Republic of Ireland, the province of Northern Ireland in the United Kingdom, and any developing country (as such term is defined in section 209 (d) of the Education for the Deaf Act, 20 U.S.C. 4359 a (d)) if the Secretary, with the concurrence of the Secretary of State, determines that such developing country has a democratic form of government (See 20 U.S.C. 6715 (g)). A list of the countries is included in the application package.

3. Cost Sharing or Matching: This program does not require cost sharing or matching.

4. Other: Primary participants in the cooperative education exchange programs assisted through this grant shall be educational leaders in the areas of civics and government education, including teachers, curriculum and teacher training specialists, scholars in relevant disciplines, educational policymakers, and government and private sector leaders from the United States and eligible countries (See U.S.C. 6715 (d)).

IV. Application and Submission Information

1. Address to Request Application Package: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., Potomac Center Plaza (PCP) room 10006, Washington, DC 20202, Telephone: (202) 245-7866 or by e-mail: rita.foy.moss@ed.gov.

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for the Cooperative Civic Education and Economic Education Exchange Program competition.

Page Limit: The program narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative [Part III] to no more than 25 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section [Part III].

Our reviewers will not read any pages of your application that exceed the page limit.

3. Submission Dates and Times:
Applications Available: December 16, 2008.
Deadline for Transmittal of Applications: January 15, 2009.

Applications for grants under this competition may be submitted electronically using the Grants.gov Apply site (Grants.gov), or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail, or by hand delivery, please refer to section IV. 6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: March 16, 2009.

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.
We are participating as a partner in the Governmentwide Grants.gov Apply site. The Grant Competition for the Cooperative Civic Education and Economic Education Exchange Program, CFDA Number 84.304A, is included in this project. We request your participation in Grants.gov.

If you choose to submit your application electronically, you must use the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

You may access the electronic grant application for the Grant Competition for the Cooperative Civic Education and Economic Education Exchange Program at www.Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.304, not 84.304A).

Please note the following:
- Your participation in Grants.gov is voluntary.

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf.

- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see http://www.grants.gov/applicants/get_registered.jsp). These steps

include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- If you submit your application electronically, you must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- If you submit your application electronically, you must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll-free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with

Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

b. Submission of Paper Applications by Mail.
If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.304A)
LBJ Basement Level 1, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Application by Hand Delivery.
If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.304A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR part 75.210 in EDGAR and are listed in the application package.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. The Secretary also may require more frequent performance reports under accordance with 34 CFR 75.720 (c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measure: If funded, applicants will be expected, consistent with one of the statutory purposes of this program (see 20 U.S.C. 6715 (b) (5) (A), to provide information on the results of any independent research and evaluation assistance supported to determine the effects of the Cooperative Civic Education and Economic Education Exchange Program on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy. In addition, funded applicants responding to the Invitational Priority are encouraged to collect and submit data on the effects of the program on the knowledge and skills of students, and the classroom practice(s) of participating teachers.

VII. Agency Contact

For Further Information Contact: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., PCP, room 10006, Washington, DC 20202. Telephone: (202) 245-7866 or by e-mail: rita.foy.moss@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the contract person listed under For Further information Contact in section VII of this notice.

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister.

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoacess.gov/nara/index.html.

Dated:

_____
Deborah A. Price,
Assistant Deputy Secretary for
Safe and Drug-Free Schools.

AUTHORIZING LEGISLATION
SECTION 2341, PART C, SUBPART 3
TITLE II, ESEA

Subpart 3 — Civic Education

SEC. 2341. SHORT TITLE.

This subpart may be cited as the 'Education for Democracy Act'.

SEC. 2342. PURPOSE.

It is the purpose of this subpart —

(1) to improve the quality of civics and government education by educating students about the history and principles of the Constitution of the United States, including the Bill of Rights;

(2) to foster civic competence and responsibility; and

(3) to improve the quality of civic education and economic education through cooperative

civic education and economic education exchange programs with emerging democracies.

SEC. 2343. GENERAL AUTHORITY.

(a) AUTHORITY- The Secretary is authorized to award grants to, or enter into contracts with —

(1) the Center for Civic Education, to carry out civic education activities under sections 2344 and 2345;

(2) the National Council on Economic Education, to carry out economic education activities under section 2345; and

(3) organizations experienced in the development of curricula and programs in civics and government education and economic education for students in elementary schools and secondary schools in countries other than the United States, to carry out civic education activities under section 2345.

(b) DISTRIBUTION FOR COOPERATIVE CIVIC EDUCATION AND ECONOMIC EDUCATION EXCHANGE PROGRAMS-

(1) LIMITATION- Not more than 40 percent of the amount appropriated under section 2346 for a fiscal year shall be used to carry out section 2345.

(2) DISTRIBUTION- Of the amount used to carry out section 2345 for a fiscal year (consistent with paragraph (1)), the Secretary shall use —

(A) 37.5 percent for a grant or contract for the Center for Civic Education;

(B) 37.5 percent for a grant or contract for the National Council on Economic Education; and

(C) 25 percent for not less than 1, but not more than 3, grants or contracts for organizations described in subsection (a)(3).

SEC. 2344. WE THE PEOPLE PROGRAM.

(a) THE CITIZEN AND THE CONSTITUTION-

(1) EDUCATIONAL ACTIVITIES- The Center for Civic Education —

(A) shall use funds made available under grants or contracts under section 2343(a)(1) —

(i) to continue and expand the educational activities of the program entitled the We the People... The Citizen and the Constitution' program administered by such center;

(ii) to carry out activities to enhance student attainment of challenging academic content standards in civics and government;

(iii) to provide a course of instruction on the basic principles of the Nation's constitutional democracy and the history of the Constitution of the United States, including the Bill of Rights;

(iv) to provide, at the request of a participating school, school and community simulated congressional hearings following the course of instruction described in clause (iii); and

(v) to provide an annual national competition of simulated congressional hearings for secondary school students who wish to participate in such a program; and

(B) may use funds made available under grants or contracts under section 2343(a)(1) —

(i) to provide advanced, sustained, and ongoing training of teachers about the Constitution of the United States and the political system of the United States;

(ii) to provide materials and methods of instruction, including teacher training, that utilize the latest advancements in educational technology; and

(iii) to provide civic education materials and services to address specific problems such as the prevention of school violence and the abuse of drugs and alcohol.

(2) AVAILABILITY OF PROGRAM- The education program authorized under this subsection shall be made available to public and private elementary schools and secondary schools, including Bureau funded schools, in the 435 congressional districts, and in the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(b) PROJECT CITIZEN-

(1) EDUCATIONAL ACTIVITIES- The Center for Civic Education —

(A) shall use funds made available under grants or contracts under section 2343(a)(1) —

(i) to continue and expand the educational activities of the program entitled the We the People... Project Citizen' program administered by the Center;

(ii) to carry out activities to enhance student attainment of challenging academic content standards in civics and government;

(iii) to provide a course of instruction at the middle school level on the roles of State and local governments in the Federal system established by the Constitution of the United States; and

(iv) to provide an annual national showcase or competition; and

(B) may use funds made available under grants or contracts under section 2343(a)(1) —

(i) to provide optional school and community simulated State legislative hearings;

(ii) to provide advanced, sustained, and ongoing training of teachers on the roles of State and local governments in the Federal system established by the Constitution of the United States;
(iii) to provide materials and methods of instruction, including teacher training, that utilize the latest advancements in educational technology; and
(iv) to provide civic education materials and services to address specific problems such as the prevention of school violence and the abuse of drugs and alcohol.

(2) AVAILABILITY OF PROGRAM- The education program authorized under this subsection shall be made available to public and private middle schools, including Bureau funded schools, in the 50 States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(c) BUREAU-FUNDED SCHOOL DEFINED- In this section, the term Bureau-funded school' has the meaning given such term in section 1146 of the Education Amendments of 1978 (25 U.S.C. 2026).

SEC. 2345. COOPERATIVE CIVIC EDUCATION AND ECONOMIC EDUCATION EXCHANGE PROGRAMS.

(a) COOPERATIVE EDUCATION EXCHANGE PROGRAMS- The Center for Civic Education, the National Council on Economic Education, and organizations described in section 2343(a)(3) shall use funds made available under grants or contracts under section 2343 to carry out cooperative education exchange programs in accordance with this section.

(b) PURPOSE- The purpose of the cooperative education exchange programs carried out under this section shall be —

(1) to make available to educators from eligible countries exemplary curriculum and teacher training programs in civics and government education, and economics education, developed in the United States;

(2) to assist eligible countries in the adaptation, implementation, and institutionalization of such programs;

(3) to create and implement civics and government education, and economic education, programs for students that draw upon the experiences of the participating eligible countries;

(4) to provide a means for the exchange of ideas and experiences in civics and government education, and economic education, among political, educational, governmental, and private sector leaders of participating eligible countries; and

(5) to provide support for —

(A) independent research and evaluation to determine the effects of educational programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and

(B) effective participation in, and the preservation and improvement of, an efficient market economy.

(c) ACTIVITIES- In carrying out the cooperative education exchange programs assisted under this section, the Center for Civic Education, the National Council on Economic Education, and organizations described in section 2343(a)(3) shall —

(1) provide to the participants from eligible countries —

(A) seminars on the basic principles of United States constitutional democracy and economic system, including seminars on the major governmental and economic institutions and systems in the United States, and visits to such institutions;

(B) visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in civics and government education, and economic education, in the United States;

(C) translations and adaptations with respect to United States civics and government education, and economic education, curricular programs for students and teachers, and in the case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and

(D) independent research and evaluation assistance —

(i) to determine the effects of the cooperative education exchange programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and

(ii) to identify effective participation in, and the preservation and improvement of, an efficient market economy;

(2) provide to the participants from the United States —

(A) seminars on the histories, economies, and systems of government of eligible countries;

(B) visits to school systems, institutions of higher education, and organizations conducting exemplary programs in civics and government education, and economic education, located in eligible countries;

(C) assistance from educators and scholars in eligible countries in the development of curricular materials on the history, government, and economy of such countries that are useful in United States classrooms;

(D) opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries; and

(E) independent research and evaluation assistance to determine —

(i) the effects of the cooperative education exchange programs assisted under this section on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and

(ii) effective participation in, and improvement of, an efficient market economy; and

(3) assist participants from eligible countries and the United States to participate in international conferences on civics and government education, and economic education, for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

(d) PARTICIPANTS- The primary participants in the cooperative education exchange programs assisted under this section shall be educational leaders in the areas of civics and government education, and economic education, including teachers, curriculum and teacher training specialists, scholars in relevant disciplines, and educational policymakers, and government and private sector leaders from the United States and eligible countries.

(e) CONSULTATION- The Secretary may award a grant to, or enter into a contract with, the entities described in section 2343 to carry out programs assisted under this section

only if the Secretary of State concurs with the Secretary that such grant, or contract, respectively, is consistent with the foreign policy of the United States.

(f) AVOIDANCE OF DUPLICATION- With the concurrence of the Secretary of State, the Secretary shall ensure that —

(1) the activities carried out under the programs assisted under this section are not duplicative of other activities conducted in eligible countries; and

(2) any institutions in eligible countries, with which the Center for Civic Education, the National Council on Economic Education, or organizations described in section 2343(a)(3) may work in conducting such activities, are creditable.

(g) ELIGIBLE COUNTRY DEFINED- In this section, the term eligible country' means a Central European country, an Eastern European country, Lithuania, Latvia, Estonia, the independent states of the former Soviet Union as defined in section 3 of the FREEDOM Support Act (22 U.S.C. 5801), the Republic of Ireland, the province of Northern Ireland in the United Kingdom, and any developing country (as such term is defined in section 209(d) of the Education for the Deaf Act) if the Secretary, with the concurrence of the Secretary of State, determines that such developing country has a democratic form of government.

SEC. 2346. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this subpart $30,000,000 for fiscal year 2002 and such sums as may be necessary for each of the 5 succeeding fiscal years.

IV. GENERAL APPLICATION INSTRUCTIONS AND INFORMATION

Preparing the Application

A completed application for assistance under this competition consists of two parts: a detailed narrative description of the proposed project and budget, and all forms and assurances that must be submitted in order to receive a grant. An application under this program should address the specific needs of the applicant and propose activities specifically designed to meet those needs. We strongly discourage applicants from using “form” applications or proposals that address general rather than specific local needs. Identical or substantially similar applications are not responsive to the scoring criteria.

A panel of non-federal readers with experience in civic education, social science research, teacher education and professional development, international education, foreign exchange programs, program development, and program evaluation will review each eligible application submitted by the deadline. The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Be sure to provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

If you apply via Grants.gov Apply site, you will use the following Grants.gov narrative forms:

- ED Abstract Form
- Project Narrative Attachment Form
- Other Attachments Form
- Budget Narrative Attachment Form

The **ED Abstract Form** is where you will attach your program abstract.

The **Project Narrative Attachment Form** is where you will attach the narrative sections addressing the selection criteria that will be used to evaluate applications submitted for this grant competition.

The **Other Attachments Form** is where you will attach proposal appendices, such as curriculum vitae of key personnel, letters of commitment, and samples of evaluation instruments. The Grants.gov system will allow applicants to attach as many as 10 separate appendices in this section. If you have more than 10 appendices in the application, we suggest combining several of them as one appendix and then uploading them in the Other Attachments Form section.

The **Budget Narrative Attachment Form** is where you will attach a detailed line item budget and any supplemental budget information.

All applicants should adhere to the following formatting guidelines:

- Use 1-inch margins at the top, bottom, and both sides. If you submit your application in paper format by mail or hand delivery, your application must be printed on an 8.5” x 11” page.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document, beginning with the Abstract and ending with the Appendices. **Note**: Do not paginate any of the forms.

Page Limit

The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to no more than 25 pages. Our reviewers will not read any pages of your application that exceed the page limit.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section [Part III]. For the project narrative, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.

If you submit your proposal via Grants.gov, you will use your own word-processing software to complete the application for this grant competition. If you submit your application in hard copy, you will follow the same general instructions, but you will not attach your abstract, project narrative, or other narratives to the Grants.gov forms.

D-U-N-S Number Instructions:

The D-U-N-S number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps to ensure the accuracy of the D-U-N-S number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S number has been entered correctly.

You can obtain a D-U-N-S number at no charge by calling 1-800-333-0505 or by completing the D-U-N-S number Request Form, available online at www.dnb.com/US/duns_update/index.html. Dun & Bradstreet, a global information provider, has assigned D-U-N-S numbers to more than 43 million companies worldwide. Customer service is available on Monday-Friday from 8:00:00 a.m. to 6:00:00 p.m. (Eastern Time) at 1-888-814-1435.

Reminder: All applicants must obtain and use a D-U-N-S number, and all applicants applying through Grants.gov must register with Grants.gov. The D-U-N-S number used on the application must be the same number that you used to register with the Central Contractor Registry (CCR). If the numbers are not the same, Grants.gov will reject the application.

Organizing the Application

1. Application for Federal Assistance (SF Form 424): Use the Application for Federal Assistance and the Department of Education Supplemental Information for SF 424. This is the title page of your application. Be sure that Item #11 identifies the CFDA Number for this grant competition: 84.304A and the title as Cooperative Civic Education and Economic Education Exchange Program Grant Competition.

If you submit your proposal for this grant competition via Grants.gov, please complete the SF424 (Application for Federal Assistance) first. Grants.gov will insert the correct CFDA number and program name automatically where needed.

If you submit your proposal in paper format by mail or hand delivery, you will need to insert the correct CFDA number and program name where requested.

Under Item 3 in the ED Supplemental Information, indicate whether the proposed project includes human subjects research activities, and if so, whether any or all of the proposed activities are exempt. For additional guidance, see instructions for ED Supplemental Information in the required forms section of this application package or call ED's protection of human subjects coordinator at 202-260-3353.

Electronic submission requires that narratives and other files be attached to the following attachment forms per the instructions in this document, such as:

- One-Page Abstract must be attached to the ED Abstract Form.
- Program Narratives must be attached to the Program Narrative Attachment Form.
- Budget Narratives must be attached to the Budget Narrative Attachment Form.
- All appendices (vitas, letters, supplementary statements, certifications) must be attached to the Other Attachments Form.

Note: Do not attach any narratives, supporting files, or application components to the SF 424. Although this form accepts attachments, ED will only review materials and files attached to the appropriate attachment forms listed above.

2. Abstract: Include a concise, one-page, double-spaced abstract following the Table of Contents. This is a key element and should include a brief narrative describing a brief summary of the project goals and objectives and the intended outcomes of the project. Clearly mark this page with the applicant's name as shown in Item 1 of SF Form 424. If you submit your application via Grants.gov, attach this document to the **ED Abstract Form**.

3. Project Narrative: This section should be no more than 25 double-spaced typewritten pages. The narrative must contain evidence that the applicant meets the absolute priority and invitational priority, and should contain and follow in sequence the information requested for each selection criterion. Applicants should review Section II for a discussion of the selection criteria and the chief considerations for this specific grant competition. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative. Include a Table of Contents with page references. The Table of Contents does not count against any page limitations. If you submit your application via Grants.gov, attach this document to the **Project Narrative Attachment Form**.

4. Budget Narrative: You will use the Budget Information Form (ED Form 524) provided in the required forms section of this application package to prepare a budget for the project. The form will not be attached to the Budget Narrative Attachment Form.

Note: A budget must be submitted for each year in which funds are requested (up to 3 years). Failure to supply a budget and narrative for each year of the project will result in no funding for those years.

You must include a detailed budget narrative that supports and explains the information provided in ED Form 524. Use the same budget categories as those on ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the proposed project's goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the project, reasonable for the scope and complexity of the project, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail for ED staff to easily understand how costs were determined and if the budget is commensurate with the scope of the project.

Note: Failure to submit a detailed budget narrative may result in significant cuts to your request. If you submit your application via Grants.gov, attach this document to the **Budget Narrative Attachment Form**.

For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Be sure to include evidence of a federally negotiated indirect cost rate.

Note: Applicants should use the appropriate program or operations rate specified in their institution's federally-approved indirect cost rate agreement in their proposed project budgets. Individuals who apply for any grant competition through ED are not allowed to budget for an indirect cost rate.

If you budget for contractual services, please note that indirect costs may be applied only to the first $25,000 of each subcontract, regardless of the period covered by the subcontract.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain competitive advantage if you do.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, ED will establish a temporary indirect cost rate for your project (i.e., 10 percent of the direct salaries and wages included in the budget for the project). Grantees will be allowed to draw at the temporary rate during the first 90 days after ED made the grant, as determined by the date of the Grant Award Notification. If a grantee does not submit an indirect cost rate proposal to its cognizant agency within the first 90 days, the grantee will not be allowed to draw any more funds for indirect costs until it obtains a federally recognized indirect cost rate from its cognizant agency. For more information about indirect cost rates, visit www.ed.gov/about/offices/list/ocfo/intro.html.

5. Appendices: If you submit your application via Grants.gov, the **Other Attachments Form** is where you will attach proposal appendices that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project, such as curriculum vitae of key personnel or letters of commitment. The Grants.gov system will allow applicants to attach as many as 10 separate appendices in this section. If you have more than 10 appendices in the application, we suggest you combine several of them as one appendix and then uploading them in the **Other Attachments Form** section.

- If you submit your application in paper format via mail or hand delivery, information provided in this section includes forms and other material required by ED in order for an application to be eligible for funding as well as any other information that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project.

- The following items are **not** part of the appendices and **may not** be included:
  - Budget or program narrative information that the applicant wishes to have reviewed as part of its response to one or more scoring criteria—all such information must be included in the narrative portion of the application.
  - Videotapes, CD-ROMs, photographs, or floppy disks—they will not be reviewed and we will not return them.

- This section **must** include the following:
  - GEPA 427, Equitable Access to and Participation in Federally Assisted Programs.
  - Letter of Transmittal to State Single Point of Contact (if your state participates).
  - Proof of federally negotiated indirect cost rate (if you are claiming indirect costs).

- This section **may** include the following:
  - Other information the applicant wishes to include in support of its capacity, experience, and readiness to undertake the proposed project.
  - Resumes of key personnel. If personnel have yet to be hired for this proposed project, include a narrative description of expected staff qualifications.
  - Letters of commitment that reflect each person's awareness of their role in the proposed project. Each letter should indicate a willingness to put forth the necessary time and effort to make the project work efficiently and effectively.
  - Relevant prior grant experience.

6. Assurances and Certifications: If you submit your application electronically, you must complete all forms posted on Grants.gov.

If you submit your application in paper format via mail or hand delivery, you **must** fill out, have signed by the person authorized to sign for the institution, and submit the following forms:

- Assurances, Non-Construction Programs (Standard Form, 424B)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form-LLL)
- Survey on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only)

Note: If Item 2 of the Grants.gov Lobbying Form applies because of lobbying activities related to a previous grant, or are anticipated to occur with this project if it is funded, you must submit Standard Form LLL. If your organization does not engage in lobbying, please submit Standard Form LLL and indicate as "Not Applicable."

Intergovernmental Review of Federal Programs

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by state and local governments for coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find our about, and to comply with, the state's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should immediately contact the Single Point of Contact for each of those states and follow the procedure established in each state under the Executive Order.

Note: **A copy of the applicant's letter to the State Single Point of contact must be included with the application**.

To view a list of states that participate in the intergovernmental review process, visit www.whitehouse.gov/omb/grants/spoc.html. States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a State Single Point of Contact. If you are located within one of these states, you are exempt from this requirement.

In states that have not established a process or chosen a program for review, state, area-wide, regional, and local entities may submit comments directly to the Department.

Any state process recommendation and other comments submitted by a State Single Point of Contact and any comments from state, area-wide, regional, and local entities must be received by **March 16, 2009**, at the following address: The Secretary, EO 12372 – CFDA #84.304A, U.S. Department of Education, 400 Maryland Avenue, SW, 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Washington, DC time) on **March 16, 2009**. Please do not send applications to this address.

General Education Provisions Act (GEPA) Section 427

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. All applicants for new awards must include information in their applications to address this provision, summarized below, in order to receive funding under this program.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The status highlights six types of barriers that can impede equitable access or participation that you may address: *gender*, *race*, *national origin*, *disability*, or *age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others from equitable access or participation. Your description need not be lengthy. You may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or if appropriate, may be discussed in connection with related topics in the application.

Note: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Section 427 is not intended to duplicate the requirement of civil rights statues, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the federal funds awarded to eliminate barriers it identifies.

Examples

The following examples help illustrate how an applicant may comply with section 427.

1. An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

2. An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in braille for students who are blind.

3. An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course might indicate how it tends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Public Reporting Burden

According to the Paperwork Reduction Act of 1995, 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 the GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, 400 Maryland Avenue, SW, PCP, Washington, DC 20202.

Instructions for Standard Forms

- Application for Federal Assistance (Standard Form 424)
- Department of Education Supplemental Form (Standard Form 424)
- Department of Education Budget Information – Non-Construction Programs (ED Form 524)
- Assurances – Non-Construction Programs (Standard Form 424B)
- Grants.gov Lobbying Form (Certification Regarding Lobbying)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Survey Instructions on Ensuring Equal Opportunity for Applicants (nonprofit private organizations only)

Instructions for Application for Federal Assistance (Standard Form 424)

Public reporting burden for this collection of information is estimated to average 60 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 (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.	16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		

	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. **b. Employer/Taxpayer Number (EIN/TIN):** (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. **c. Organizational DUNS**: (Required) Enter the organization's DUNS or DUNS+4 numbers received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. **d. Address**: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). **e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable. **f. Name and contact information of person to be contacted on matters involving this application**: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
		18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

Instructions for Department of Education
Supplemental Information for Standard Form 424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check **"Yes"** or "**No**" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

Check "**Yes"** if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Department of Education Supplemental Information for SF 424." By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "**No**" if you do not meet the requirements for novice applicants**.**

3. Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for Department of Education Supplemental Information for SF 424.")

If Not Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for Department of Education Supplemental Information for SF 424.")

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for Department of Education Supplemental Information for SF 424."

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the page entitled "Definitions for Department of Education Supplemental Information for SF 424.

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.

Definitions for Department of Education
Supplemental Information for Standard Form 424

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research
The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject
The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of ***exemptions*** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.
If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/OCFO/humansub.html

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

Instructions for Department of Education Budget Information – Non-Construction Programs (ED Form 524)

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

   When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html. You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0004. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Instructions for Disclosure of Lobbying Activities (Standard Form LLL)

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) 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.

Instructions for Survey on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and D-U-N-S number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. This application is exempt under the Paperwork Reduction Act since there will be less than 10 responses to this collection. Therefore, this collection does not require a valid OMB number. The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, 400 Maryland Avenue, SW, PCP, Washington, DC 20202.

Eligible Countries

NOTE: Please go to the following website for updates to this list of eligible countries:
www.ed.gov/programs/coopedexchange/index.html

1. Central European countries
2. Eastern European countries
3. Lithuania
4. Latvia
5. Estonia
6. Independent states of the Former Soviet Union
7. Republic of Ireland
8. Province of Northern Ireland

Other Eligible Countries

1. Afghanistan
2. Albania
3. Angola
4. Argentina
5. Bangladesh
6. Benin
7. Bhutan
8. Bolivia
9. Bosnia
10. Botswana
11. Brazil
12. Bulgaria
13. Burkina Faso
14. Burundi
15. Cambodia
16. Cameroon
17. Central African Republic
18. Chad
19. Chile
20. China, P.R.
21. Colombia
22. Congo
23. Costa Rica
24. Cote D'Ivoire
25. Croatia
26. Czech Republic
27. Dominican Republic
28. Ecuador
29. Egypt

30. El Salvador

Other Eligible Countries (continued)

31. Ethiopia
32. Gabon
33. Ghana
34. Guatemala
35. Guinea
36. Haiti
37. Honduras
38. Hungary
39. India
40. Indonesia
41. Iran
42. Jamaica
43. Jordan
44. Kenya
45. Laos
46. Lebanon
47. Lesotho
48. Liberia
49. Madagascar
50. Malaysia
51. Mali
52. Mauritania
53. Mauritius
54. Mexico
55. Mongolia
56. Morocco
57. Mozambique
58. Myanmar
59. Namibia
60. Nepal
61. Nicaragua
62. Niger
63. Nigeria
64. Pakistan
65. Panama
66. Papua New Guinea
67. Paraguay
68. Peru
69. Philippines
70. Poland

Other Eligible Countries (continued)

71. Romania
72. Russia
73. Rwanda
74. Senegal
75. Serbia
76. Sierra Leone
77. Slovakia
78. Somalia
79. South Africa
80. Sri Lanka
81. Sudan
82. Syria
83. Taiwan
84. Tanzania
85. Thailand
86. Togo
87. Trinidad and Tobago
88. Tunisia
89. Turkey
90. Uganda
91. Uruguay
92. Venezuela
93. Vietnam
94. Yemem
95. Yugoslavia
96. Zaire
97. Zambia
98. Zimbabwe

Application Preparation Checklist

Application for Federal Assistance (SF Form 424) is completed according to the instructions and includes the nine-digit D-U-N-S number and Tax Identification number.

All required forms are signed in black or blue ink and dated by an authorized official and the signed original is included with your submission.

One signed original and two copies of the application, including all required forms and appendices plus one voluntarily submitted additional copy, are included. All copies are unbound and each page is consecutively numbered.

Deadline Date: **January 15, 2009**. See Sections I and IV of this application package for complete application transmittal instructions and general application instructions and information.

EACH COPY OF THE APPLICATION MUST INCLUDE THE FOLLOWING:

- ❑ Application for Federal Assistance (SF Form 424) - Page 1
- ❑ Department of Education Supplemental Information Form for the SF 424
- ❑ Project Abstract - Page 2 (one page maximum)
- ❑ Project Narrative (up to 25 pages double-spaced)
- ❑ All applications must include the required forms, assurances, and certifications, including:
  - ❑ Budget Information Form (ED Form 524) and detailed budget narrative
  - ❑ Assurances, Non-Construction Programs (ED Form 424B)
  - ❑ Certification Regarding Lobbying (ED Form 80-0013)
  - ❑ Disclosure of Lobbying Activities (Standard Form–LLL)
- ❑ Narrative response to GEPA 427
- ❑ Survey on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only)
- ❑ Copy of letter to State Single Point of Contact
- ❑ Proof of federally negotiated indirect cost rate (if you are claiming indirect costs)
- ❑ Resumes of key personnel
- ❑ Letters of commitment