

U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION & REHABILITATIVE SERVICES
OFFICE OF SPECIAL EDUCATION PROGRAMS
WASHINGTON, D.C. 20202

FISCAL YEAR 2019
APPLICATION FOR NEW GRANTS UNDER THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

PERSONNEL DEVELOPMENT TO IMPROVE SERVICES AND
RESULTS FOR CHILDREN WITH DISABILITIES
(CFDA 84.325)

APPLICATIONS FOR NEW AWARDS;
DOCTORAL TRAINING CONSORTIA ASSOCIATED
WITH HIGH-INTENSITY NEEDS
(CFDA 84.325H)



DATED MATERIAL: OPEN IMMEDIATELY

CLOSING DATE: JULY 29, 2019

FORM APPROVED—OMB No. 1820-0028, EXP. DATE: 09/30/2019

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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 1820-0028. Public reporting burden for this collection of information is estimated to average 45 hours and 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (P.L. 108-446, Sec. 650 and 682). If you have comments or concerns regarding the status of your individual submission of this form, please contact the Office of Special Education Programs (OSEP) Discretionary Grant Programs, Office of Special Education and Rehabilitative Services, U.S. Department of Education, 400 Maryland Avenue, SW, Potomac Center Plaza, room 5008C, Washington D.C. 20202-5076 or by phone at 202-245-7542.

APPLICANT LETTER

Dear Applicant:

This application packet contains information and the required forms for you to use in submitting a new application for funding under one program authorized by the Individuals with Disabilities Education Act (IDEA). This packet covers one competition under the Personnel Development to Improve Services and Results for Children with Disabilities (CFDA 84.325) program—Applications for New Awards; Personnel Development to Improve Services and Results for Children with Disabilities—Doctoral Training Consortia Associated with High-Intensity Needs (CFDA No. 84.325H).

Please take the time to review all of the applicable requirements, definitions, selection criteria, and application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or if the application does not contain the information required. (EDGAR §75.216 (b) and (c)).

Please note the following:

- **GRANTS.GOV APPLICATION SUBMISSION AND SAM REGISTRATION.**

Applications for grants under this competition **must** be submitted electronically using the Grants.gov Apply site (www.Grants.gov). Please read carefully the **Grants.gov Submission Procedures and Tips for Applicants** document included on page B-30, which includes helpful tips about submitting electronically using the Grants.gov Apply site. Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take as many as several weeks 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. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov. **You cannot submit an application through Grants.gov until Grants.gov has received your SAM registration information. We strongly encourage you to familiarize yourself with SAM and Grants.gov and strongly recommend that you register *and* submit early.**

Applicants are required to upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. However, it is **recommended** that applicants upload files as read-only flattened PDFs. Information on computer and operating system compatibility with Adobe and links to download the latest version of Adobe are available on Grants.gov. Please note that you must follow the Application Procedures as described in the Federal Register notice announcing this grant competition. Information (including dates and times) about how to submit your application electronically can also be found in section E of this application package, Application Transmittal Instructions and Requirements for Intergovernmental Review.

Additional instructions for sending applications electronically are provided on page G-4, Application Forms and Instructions for Grants.gov Applications.

- **MAXIMUM AWARD AMOUNT.**

The competitions included in this package have maximum award amounts. Please refer to the specific information for the priority/competition to which you are submitting an application (i.e., Section B of this package) for detailed budget information for the total grant period requested. Please be advised that for the priority in this package, the maximum award amount covers all project costs including indirect costs.

- **RECOMMENDED PAGE LIMITS AND LINE SPACING OF APPLICATION NARRATIVE.**

The competitions included in this package limit the Part III Application Narrative to a recommended number of double-spaced pages. **This recommended page limit and double-line spacing applies to all material presented in the application narrative.** This recommended double-line spacing applies to all titles, headings, footnotes, quotations, reference citations, and captions, as well as all text in charts, tables, figures, graphs, screen shots, and logic models included in the application narrative. (Please refer to the specific recommendations on page limits for the priority/competition to which you are submitting an application, Section B of this package).

- **FORMAT FOR OTHER SECTIONS OF THE APPLICATION.**

Additional information regarding formatting applications has been included on Pages D-3 and D-4 of the “General Information on Completing an Application” section of this package.

Appendix A: Reviewers will be instructed to review the content of Appendix A as they do the application narrative. Reviewers will not be required to review any other appendices.

Charts, tables, figures, graphs, screen shots and logic models that provide information directly relating to the application requirements for the narrative should be the only items included in Appendix A. Appendix A should not be used for supplementary information. Please note that charts, tables, figures, graphs, screen shots, and logic models can be single-spaced when placed in an Appendix A.

Abstract: For the application Abstract, applicants should use the template located at: <https://www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html>.

- **ABSOLUTE PRIORITIES AND COMPETITIVE PREFERENCE PRIORITIES.**

This competition includes one absolute priority and three competitive preference priorities. The Department will use peer reviewers to review and score applications on the selection criteria.

Applicants must demonstrate matching support for the proposed project at 10 percent of the total amount of the grant, as specified in (d)(15) of the priority requirements, for an application to be reviewed and be considered eligible to receive an award.

Prior to the peer review, Department staff will determine if an application has met the absolute priority and is eligible for peer review. An application that has not met the absolute priority will not be considered for funding and may not be reviewed. Department staff will assign competitive preference priority points to applications meeting one or more of the competitive preference priorities, up to a total of 10 points.

- **PROTECTION OF HUMAN SUBJECTS IN RESEARCH.**

The discretionary grant Application Form SF-424 requires applicants to indicate whether they plan to conduct research involving human subjects at any time during the proposed project period. The Protection of Human Subjects in Research Attachment is an integral part of the SF-424 form. It includes information that applicants need to complete the protection of human subjects item and, as appropriate, to provide additional information to the Department regarding human subjects research projects. Additional information on completing the protection of human subjects item is also available and can be accessed on the internet at:

www.ed.gov/about/offices/list/ocfo/gcsindex.html

www.ed.gov/about/offices/list/ocfo/humansub.html

- **RESPONSE TO GPRA.**

As required by the Government Performance and Results Modernization Act (GPRA) of 2010 the Office of Special Education Programs (OSEP) has developed a strategic plan for measuring GPRA performance. The program included in this announcement is authorized under Part D - National Activities to Improve Education of Children with Disabilities of the Individuals with Disabilities Education Act. Projects funded under this competition are required to submit data on GPRA performance measures as directed by OSEP. See Performance Measures included in the Priority Description section of this application package. Applicants are encouraged to consider this information when preparing their applications.

- **COPIES OF THE APPLICATION.**

Unless you qualify for an exception in accordance with the instructions found in the Notice inviting applications, you must submit your application electronically. Therefore, you do not need to submit paper copies of the application. If you are granted an exception, current Government-wide policy requires that an original and two paper copies need to be submitted. Please note: If an application is recommended for funding and a grant award is issued, we will contact the applicant to request an electronic copy of the application in MS

Word or a PDF file. The Department is moving toward an electronic grant filing system and an electronic copy of all applications that are being funded will facilitate this effort.

ADDITIONAL INFORMATION

OSEP also provides information on developing performance measures and logic models at <https://www.osepideasthatwork.org/logicModel> to assist you in preparing a quality application. For information about other U.S. Department of Education grant and contract opportunities, we encourage you to use the Department's grant information web page which can be accessed on the internet at:

<http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>

We appreciate your efforts to improve the provision of services for individuals with disabilities.

Sincerely,

/s/

Lawrence J. Wexler, Ed.D.

Director

Research to Practice Division

Office of Special Education Programs

NOTICE INVITING APPLICATIONS

FEDERAL REGISTER NOTICE

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Personnel Development to Improve Services and Results for Children with Disabilities--Doctoral Training Consortia Associated with High-Intensity Needs

AGENCY: Office of Special Education and Rehabilitative Services, Department of Education.

ACTION: Notice.

SUMMARY:

The mission of the Office of Special Education and Rehabilitative Services (OSERS) is to improve early childhood, educational, and employment outcomes and raise expectations for all people with disabilities, their families, their communities, and the Nation. As such, the Department of Education (Department) is issuing a notice inviting applications for new awards for fiscal year (FY) 2019 for Personnel Development to Improve Services and Results for Children with Disabilities--Doctoral Training Consortia Associated with High-Intensity Needs, Catalog of Federal Domestic Assistance (CFDA) number 84.325H. This notice relates to the approved information collection under OMB control number 1820-0028.

DATES:

Applications Available: **June 12, 2019.**

Deadline for Transmittal of Applications: **July 29, 2019.**

Pre-Application Webinar Information: No later than June 17, 2019, OSERS will post pre-recorded informational webinars designed to provide technical assistance to interested applicants. The webinars may be found at www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html.

Pre-Application Q & A Blog: No later than June 17, 2019, OSERS will open a blog where interested applicants may post questions about the application requirements for this competition and where OSERS will post answers to the questions received. OSERS will not respond to questions unrelated to the application requirements for this competition. The blog may be found at www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html and will remain open until July 1, 2019. After the blog closes, applicants should direct questions to the person listed under FOR FURTHER INFORMATION CONTACT.

Deadline for Intergovernmental Review: **September 25, 2019.**

Addresses:

For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and available at www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf.

For Further Information Contact:

Celia Rosenquist
U.S. Department of Education
400 Maryland Avenue, SW
Room 5158, Potomac Center Plaza
Washington, DC 20202-5076

Telephone: (202) 245-7373

Email: Celia.Rosenquist@ed.gov

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

SUPPLEMENTARY INFORMATION**FULL TEXT OF ANNOUNCEMENT**

I. Funding Opportunity Description

Purpose of Program:

The purposes of this program are to--

- (1) help address State-identified needs for personnel preparation in special education, early intervention, related services, and regular education to work with children, including infants and toddlers, with disabilities; and
- (2) ensure that those personnel have the necessary skills and knowledge, derived from practices that have been determined through scientifically based research and experience, to be successful in serving those children.

Priorities:

This competition includes one absolute priority and three competitive preference priorities. In accordance with 34 CFR 75.105(b)(2)(v), the absolute priority and competitive preference priorities are from allowable activities specified in sections 662 and 681 of the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1462 and 1481).

Absolute Priority:

For FY 2019 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

Doctoral Training Consortia Associated with High-Intensity Needs.**Background:**

The purpose of this competition is to support three doctoral training consortia that will prepare leaders with highly specialized skills, knowledge, and expertise to address the needs of children, including infants, toddlers, and youth (referred to as “children” hereafter), with disabilities with high-intensity needs. Each training consortium will prepare special education, early intervention, or related services personnel who are well-qualified for, and can act effectively in, leadership positions as researchers and preparers of special education, early intervention, or related services personnel in institutions of higher education (IHEs), or as leaders in traditional and non-traditional public school systems such as State educational agencies (SEAs), charter management organizations (CMOs), charter school authorizers, lead agencies (LAs), local educational agencies (LEAs), private school networks, parochial schools, early intervention services (EIS) programs, or schools. This priority is consistent with three priorities included in the Secretary’s Final Supplemental Priorities and Definitions for Discretionary Grant Programs (Supplemental Priorities) (83 FR 9096). Specifically, the priority is consistent with Supplemental Priority 2--Promoting Innovation and Efficiency, Streamlining Education with an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers; Supplemental Priority 5--Meeting the Unique Needs of Students and Children With Disabilities and/or Those with Unique Gifts and Talents; and Supplemental Priority 8--Promoting Effective Instruction in Classrooms and Schools.

Leadership personnel play an essential role in promoting high expectations for each child with a disability and provide, or prepare others to provide, effective interventions and services that improve outcomes for children, including infants, toddlers, and youth with disabilities. Children with disabilities with high-intensity needs refers to children with a complex array of disabilities

(e.g., multiple disabilities, significant cognitive disabilities, significant physical disabilities, significant sensory disabilities, significant autism, significant emotional disabilities, or significant learning disabilities, including dyslexia) or the needs of children with these disabilities requiring intensive, individualized interventions (i.e., interventions that are specifically designed to address persistent learning or behavior difficulties, implemented with greater frequency and for a duration that is more extended than is commonly available in a typical classroom or early intervention setting, or which require personnel to have knowledge and skills in identifying and implementing multiple evidence-based¹ interventions).

Gaps in the knowledge base of effective interventions and a shortage of educators with specialized preparation can negatively affect the quality of services provided to children with high-intensity needs (e.g., Bruce & Borders, 2015; Farmer et al., 2016; Guralnick, 2017; Lemons, Vaughn, Wexler, Kearns, & Sinclair, 2018; Roberts & Kaiser, 2015; Browder, Wood, Thompson, & Ribuffo, 2014; Zwaigenbaum et al., 2015). Leadership personnel who have the knowledge, skills, and expertise are needed to effectively address the complexity of issues that children with disabilities with high-intensity needs may have; prepare educators with the specialized knowledge and skills to deliver effective intensive individualized intervention; and inform how intervention and services can best be coordinated to address these needs in different educational settings.

There is a well-documented need for leadership personnel to fill faculty and leadership positions in special education, early intervention, and related services (Castillo, Curtis, & Tan, 2014; Montrosse & Young, 2012; Robb, Smith, & Montrosse, 2012; Smith, Montrosse, Robb, Tyler, & Young, 2011; Smith, Robb, West, & Tyler, 2010; Woods & Snyder, 2009). However, few university programs include specialized training to address the needs of children with disabilities with high-intensity needs, and those programs usually have a small number of faculty members, and sometimes just one.

The lack of faculty in high-need areas limits the number of future leaders and other educators (e.g., teachers) that can be prepared, restricts the curriculum and diversity of opportunities in preparation programs, and impacts the capacity of the field to advance the knowledge base of effective intervention and services needed to serve children with disabilities with high-intensity needs.

A doctoral training consortium approach can address the need for preparing future leadership personnel in high-need areas. OSEP has funded doctoral training consortia in sensory

¹ For the purposes of this priority, “evidence-based” means, at a minimum, evidence that demonstrates a rationale (as defined in 34 CFR 77.1), where a key project component included in the project’s logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.

disabilities (blind and visually impaired, deaf-blind, and deaf and hard of hearing) since 2004 and a consortium that focuses on disabilities associated with academic and behavior-intensive service needs since 2014.

An initial evaluation of the 2004, 2009, and 2014 sensory consortia indicates the success of the approach in preparing future leaders. For example, a majority of the scholars completed their programs in a timely manner, are working in the field as faculty or in other leadership positions, and made contributions to the field through presentations and publications on improving outcomes and services for children with sensory disabilities. Scholars, after completing their doctoral degrees, have also received research and personnel preparation grants to improve interventions and services as well as grants to prepare personnel to address the needs of children with sensory disabilities (Kruemmeling, Hayes, & Smith, 2017). Although the consortium that focuses on disabilities associated with intensive service needs has not yet ended, preliminary data suggest scholars are making timely progress; contributing to the field through presentations, publications, course materials, and other scholarly activities on improving outcomes for children with disabilities who have intensive service needs; and engaging in collaborative projects across institutions. Additional information about the consortia and the scholars is located at the following websites: www.nlcspdproject.org/ and <http://nclii.org/>.

Each training consortium will prepare doctoral-level leaders with the knowledge, skills, and expertise needed to deliver effective intensive individualized intervention for children with disabilities with high-intensity needs; prepare educators with the specialized knowledge and skills to deliver effective, intensive individualized intervention; and inform how intervention and services can best be coordinated to address these needs in different educational settings. The consortia will prepare leaders who can act effectively in leadership positions in universities, traditional and non-traditional public school systems such as SEAs, CMOs, charter school authorizers, LAs, LEAs, private school networks, parochial schools, EIS programs, or schools.

Priority:

The purpose of the Doctoral Training Consortia Associated with High-Intensity Needs priority is to increase the number of highly skilled doctoral leaders by funding three cooperative agreements to support three doctoral training consortia to prepare leaders in special education, early intervention, and related services to address the needs of children with disabilities with high-intensity needs.

This priority will provide support to help address identified needs for leadership personnel with the knowledge and skills to establish and meet high expectations for each child with a disability. To be considered for funding under this absolute priority, program applicants must meet the application requirements contained in this priority. All projects funded under this absolute

priority also must meet the programmatic and administrative requirements specified in the priority.

Note: Doctoral training consortia that lead to clinical doctoral degrees in related services (e.g., a Doctor of Audiology degree or Doctor of Physical Therapy degree) are not included in this priority. These types of training programs are eligible to apply for funding under the Personnel Preparation in Special Education, Early Intervention, and Related Services priority (CFDA 84.325K) that OSEP intends to fund in FY 2019.

Note: Applicants must demonstrate matching support for the proposed project at 10 percent of the total amount of the grant as specified in paragraph (d)(15) of the requirements of this priority for an application to be reviewed and be considered eligible to receive an award.

To meet the requirements of this priority, an applicant must--

- (a) Demonstrate, in the narrative section of the application under "Significance," how--
 - (1) The project addresses the need for leadership personnel to promote high expectations and provide, or prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs. To address this requirement, the applicant must present--
 - (i) Appropriate and applicable national data demonstrating the need for the leadership personnel the applicant proposes to prepare or, in cases where national data are not available, State, regional, district, or local data demonstrating the need; and
 - (ii) Data demonstrating the potential success of the project in producing leaders in special education, early intervention, or related services, such as the professional accomplishments of each individual consortium university's program graduates (e.g., public service, awards, or publications) who demonstrate their leadership in special education, early intervention, or related services; the success of program graduates as preparers of teachers, service providers, or administrators, including any results from evaluating the impact of those teachers, service providers, or administrators on the outcomes of children with disabilities; the average amount of time it takes for program graduates to complete the program; the number of program graduates; and the percentage of program graduates finding employment directly related to their preparation; and

Note: Data on each individual consortium university's program should be no older than five years prior to the start date of the project proposed in the application. When reporting

percentages, the denominator (i.e., the total number of scholars or program graduates) must be provided.

- (2) The competencies each scholar acquires by participating in the consortium and by completing the university's program of study relate to the knowledge and skills needed by the leadership personnel the applicant proposes to prepare. A proposed consortium must ensure that all scholars enrolled participate in and complete, in addition to the scholar's university program of study, a unique consortium curriculum designed to supplement and enhance each university's program of study by providing academic and professional opportunities and instruction. To address this requirement, the applicant must--
 - (i) Identify the competencies needed by leadership personnel in postsecondary instruction, administration, policy development, professional practice, leadership, or research in order to provide, prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs; and
 - (ii) Provide the conceptual framework that will promote the acquisition of the identified competencies needed by leadership personnel, including knowledge of technologies designed to provide instruction, and how these competencies relate to the consortium's specialized preparation area. For more information on conceptual frameworks, please see www.osepideasthatwork.org/resources-grantees/program-areas/ta-ta/tad-project-logic-model-and-conceptual-framework.
- (b) Demonstrate, in the narrative section of the application under "Quality of project services," how--
 - (1) The project will recruit and support a minimum of 28 high-quality scholars.² Consortium scholars must be first-time enrollees in a doctoral training program in special education,

² For the purposes of this priority, "scholar" is limited to an individual who (a) is pursuing a doctoral degree related to special education, early intervention, or related services; (b) receives scholarship assistance as authorized under section 662 of IDEA (34 CFR 304.3(g)); and (c) will be able to be employed in a position that serves children with disabilities for either 51 percent of their time or case load. See <https://pdp.ed.gov/OSEP/Home/Regulation> for more information.

early intervention, or related service areas (with the exception of clinical doctorates).
The narrative must describe--

- (i) The selection criteria the applicant will use to identify high-quality applicants for admission in the consortium;
 - (ii) The recruitment strategies the applicant will use to attract high-quality applicants and any specific recruitment strategies targeting high-quality applicants from groups that are underrepresented in the teaching profession, including individuals with disabilities; and
 - (iii) The approach the applicant will use to help all scholars, including individuals with disabilities, complete the program; and
- (2) The project is designed to promote the acquisition of the competencies needed by leadership personnel to promote high expectations and provide, prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs. To address this requirement, the applicant must--
- (i) Describe how the components of the project, such as the consortium curriculum, work-based experiences aligned with project components (e.g., internships, current employment), research requirements, and other opportunities provided to scholars to analyze data, critique research and methodologies, and practice newly acquired knowledge and skills, will enable the scholars to acquire the competencies needed by leadership personnel for postsecondary instruction, administration, policy development, professional practice, leadership, or research in special education, early intervention, or related services;
 - (ii) Describe how the components of the consortium curriculum are integrated within and across the individual university program curricula in order to support the acquisition and enhancement of the identified competencies needed by leadership personnel in special education, early intervention, or related services, including knowledge of technologies designed to provide instruction;
 - (iii) Describe how the components of the project prepare scholars to promote high expectations and to provide, prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs in a variety of educational or early childhood and early intervention settings;
 - (iv) Describe how the project will provide scholars with high-quality work-based experiences (e.g., internships, current employment) in a public, non-traditional public, parochial, or

private partnering agency, school, or program that includes a high-need LEA,³ a high-poverty school,⁴ a school implementing a comprehensive support and improvement plan,⁵ a school implementing a targeted support and improvement plan⁶ for children with disabilities, an early childhood and early intervention program located within the geographical boundaries of a high-need LEA, or an early childhood and early intervention program located within the geographical boundaries of an LEA serving the highest percentage of schools identified for comprehensive support and improvement or implementing targeted support and improvement plans in the State;

- (v) Describe how the project will partner with diverse stakeholders to inform project components;
- (vi) Describe how the project will use resources, as appropriate, available through technical assistance centers, which may include centers funded by the Department;
- (vii) Describe the approach that faculty members will use to mentor scholars with the goal of helping them acquire competencies needed by leadership personnel and advancing their careers in special education, early intervention, or related services; and
- (viii) Describe how the project is designed to ensure that scholars have opportunities to work with faculty and scholars from other universities within the consortium on research

³ For the purposes of this priority, “high-need LEA” means an LEA (a) that serves not fewer than 10,000 children from families with incomes below the poverty line; or (b) for which not less than 20 percent of the children served by the LEA are from families with incomes below the poverty line.

⁴ For the purposes of this priority, “high-poverty school” means a school in which at least 50 percent of students are from low-income families as determined using one of the measures of poverty specified under section 1113(a)(5) of the Elementary and Secondary Education Act of 1965, as amended (ESEA). For middle and high schools, eligibility may be calculated on the basis of comparable data from feeder schools. Eligibility as a high-poverty school is determined on the basis of the most currently available data.

⁵ For the purposes of this priority, “school implementing a comprehensive support and improvement plan” is a school identified for comprehensive support and improvement by the State under section 1111(c)(4)(D) of the ESEA that includes (a) not less than the lowest-performing 5 percent of all schools receiving funds under title I, part A of the ESEA; (b) all public high schools in the State failing to graduate one third or more of their students; and (c) public schools in the State described under section 1111(d)(3)(A)(i)(II) of the ESEA.

⁶ For the purposes of this priority, “school implementing a targeted support and improvement plan” means a school identified for targeted support and improvement by a State that has developed and is implementing a school-level targeted support and improvement plan to improve student outcomes based on the indicators in the statewide accountability system as defined in section 1111(d)(2) of the ESEA.

and analytical projects in order to support the acquisition of the competencies identified in paragraph (a)(2)(i).

- (c) Demonstrate, in the narrative section of the application under “Quality of the project evaluation,” how the applicant will--
 - (1) Evaluate how well the goals or objectives of the proposed project have been met. The applicant must describe the outcomes to be measured for both the project and the scholars, particularly the acquisition of scholars’ competencies and their impact on the services provided by future teachers, service providers, or administrators, and must describe the evaluation methodologies to be employed, including proposed instruments, data collection methods, and possible analyses;
 - (2) Collect, analyze, and use data on current scholars and scholars who graduate from the program to improve the proposed program on an ongoing basis;
 - (3) Develop a plan, to be refined and finalized in collaboration with the other consortia, to evaluate the consortium model;
 - (4) Develop a plan to disseminate project outcomes, including the consortium structure and program components critical to attaining positive scholar competencies;
 - (5) Dedicate sufficient resources toward revising, refining, and conducting evaluation activities; and
 - (6) Report the evaluation results to OSEP in the applicant’s annual and final performance reports.
- (d) Demonstrate, in the narrative under “Required Project Assurances” or appendices, that the following program requirements are met. The applicant must--
 - (1) Ensure that the consortium is comprised of at least six IHEs with existing doctoral programs that will prepare scholars for leadership positions to address the needs of children with disabilities with high-intensity needs;
 - (2) Include at least one doctoral preparation program that has not received funding under CFDA number 84.325D or CFDA number 84.325H at any point in the preceding five fiscal years (i.e., FY 2014 - FY 2018);
 - (3) Establish policies, procedures, standards, and guidelines for the work of the consortium, in consultation with and approved by the OSEP project officer prior to implementation, in the following areas:
 - (i) Recruitment and selection of scholars who will be supported by the consortium;

- (ii) Distribution of tuition and stipends among participating scholars;
 - (iii) Fiscal management;
 - (iv) Measurement and reporting of scholar progress;
 - (v) Contingency planning in case of scholar or consortium faculty losses;
 - (vi) Governance of the consortium; and
 - (vii) Sustainability plan;
- (4) Ensure that all scholars recruited into the consortium can graduate from the program by the end of the project period. The described scholar recruitment strategies, including recruitment of individuals with disabilities, the program components and their sequence, and proposed budget must be consistent with this requirement;
 - (5) Ensure scholars will not be selected based on race or national origin/ethnicity. Per the Supreme Court's decision in *Adarand Constructors, Inc. v. Peña*, 515 U.S. 200 (1995), the Department does not allow the selection of individuals on the basis of race or national origin/ethnicity. For this reason, grantees must ensure that any discussion of the recruitment of scholars based on race or national origin/ethnicity distinguishes between increasing the pool of applicants and actually selecting scholars;
 - (6) Ensure that the project will meet the requirements in 34 CFR 304.23, particularly those related to (a) informing all scholarship recipients of their service obligation commitment; and (b) disbursing scholarships. Failure by a grantee to properly meet these requirements is a violation of the grant award that may result in sanctions, including the grantee being liable for returning any misused funds to the Department;
 - (7) Ensure that prior approval from the OSEP project officer will be obtained before admitting additional scholars beyond the number of scholars proposed in the application;
 - (8) Ensure that scholars are full-time, reside in close proximity to the university, and remain active in their degree programs until completion of their degrees or until grant funding ends;
 - (9) Ensure that at least 65 percent of the total budget over the project period will be used for scholar support;
 - (10) Ensure that the IHE will not require scholars enrolled in the program to work (e.g., as graduate assistants) as a condition of receiving support (e.g., tuition, stipends) from the proposed project, unless the work is specifically related to the acquisition of scholars' competencies or the requirements for completion of their personnel preparation

program. This prohibition on work as a condition of receiving support does not apply to the service obligation requirements in section 662(h) of IDEA;

- (11) Ensure that annual data will be submitted on each scholar who receives grant support (OMB Control Number 1820-0686). The primary purposes of the data collection are to track the service obligation fulfillment of scholars who receive funds from OSEP grants and to collect data for program performance measure reporting under the Government Performance and Results Act of 1993 (GPRA). Applicants are encouraged to visit the Personnel Development Program Data Collection System (DCS) website at <https://pdp.ed.gov/osep> for further information about this data collection requirement. Typically, data collection begins in January of each year, and grantees are notified by email about the data collection period for their grant, although grantees may submit data as needed, year-round. This data collection must be submitted electronically by the grantee and does not supplant the annual grant performance report required of each grantee for continuation funding (see 34 CFR 75.590). Data collection includes the submission of a signed, completed Pre-Scholarship Agreement and Exit Certification for each scholar funded under an OSEP grant (see paragraph (6) of this section);
- (12) Ensure that scholar accomplishments (e.g., publications, awards) will be reported in annual and final performance reports;
- (13) Ensure that the project will meet the statutory requirements in section 662(e) through (h) of IDEA;
- (14) Ensure that the project will be operated in a manner consistent with nondiscrimination requirements contained in the U.S. Constitution and the Federal civil rights laws;
- (15) Demonstrate, in the budget information (ED Form 524, Section B) and budget narrative, matching support for the proposed project at least 10 percent of the total amount of the grant. Applicants must propose the amount of cash or in-kind resources;

Note: Under 34 CFR 75.562, educational training grants under this program have an 8 percent limit on indirect costs. The difference between a grantee's negotiated indirect cost rate and the 8 percent limit cannot be used to meet this requirement.

Matching support can be either cash or in-kind donations. Under 2 CFR 200.306, a cash expenditure or outlay of cash with respect to the matching budget by the grantee is considered a cash contribution. However, certain cash contributions that the organization normally considers an indirect cost should not be counted as a direct cost for the purposes of meeting matching support. Specifically, in accordance with 2 CFR 200.306(c), unrecovered indirect costs cannot be used to meet the non-Federal matching support. Under 2 CFR 200.434, third-party in-kind contributions are services or property (e.g., land, buildings, equipment, materials,

supplies) that are contributed by a non-Federal third party at no charge to the grantee;

- (16) Ensure that the project director, key personnel, and scholars will actively participate in the cross-project collaboration, advanced trainings, and cross-site learning opportunities (e.g., webinars, briefings) supported by OSEP. This network is intended to promote opportunities for participants to share resources and generate new knowledge by addressing topics of common interest to participants across projects including Department priorities and needs in the field;
- (17) Ensure the project will establish and maintain a website containing relevant information and documents relating to the participating universities and faculty, components of the consortium curriculum, and scholar accomplishments. The project's website must be of high quality, with an easy-to-navigate design, that meets government or industry-recognized standards for accessibility;
- (18) Ensure that annual progress toward meeting project goals is posted on the project website or university website;
- (19) Ensure that the budget includes attendance by the project director at a three-day project directors' meeting in Washington, DC, during each year of the project. The budget should also provide for the attendance of scholars at the three-day project directors' meeting in Washington, DC, at least once during the project period;
- (20) Ensure that the budget includes two in-person meetings for project scholars and faculty each year of the project. Meetings may be scheduled to coincide with a professional conference or meeting but must include designated time for a meeting of project scholars and faculty; and
- (21) Ensure that each university program in the consortium dedicates sufficient resources (e.g., personnel, budget) to provide financial oversight and monitoring of project funds as established by the policies, procedures, standards, and guidelines of the consortium (see paragraph (3) of this section).

Note: For additional information regarding group applications, refer to 34 CFR 75.127, 75.128, and 75.129.

Competitive Preference Priorities:

Within this absolute priority, we give competitive preference to applications that address the following priorities.

Under 34 CFR 75.105(c)(2)(i), we award an additional three points to an application that meets Competitive Preference Priority 1; up to an additional five points to an application, depending on

how well the application meets Competitive Preference Priority 2; and an additional two points to an application that meets Competitive Preference Priority 3. Applicants should indicate in the abstract if one, two, or all three competitive preference priorities are addressed.

These priorities are:

Competitive Preference Priority 1 (0 or 3 points).

Background:

Under this competitive preference priority, we will award three competitive preference points to a project that proposes a doctoral training consortium that prepares leadership personnel who will address the needs of children who are deaf and hard of hearing with high-intensity needs. Shortages in leadership personnel that have the skills, knowledge, and expertise to address the needs of children who are deaf and hard of hearing have been documented (e.g., Benedict, Johnson, & Antia, 2011). The lack of leadership personnel (e.g., faculty) has been stated to be a contributing factor to the decline in the number of preparation programs that prepare personnel to address the needs of children who are deaf and hard of hearing (Benedict et al., 2011; Johnson, 2013), and some States do not have programs (C. Howley, Howley, & Telfer, 2017). Another concern is that the shortage of leadership personnel will limit the field in advancing the knowledge base of effective interventions and services for this population (Benedict et al., 2011).

Priority:

A doctoral training consortium that prepares leadership personnel who will address the needs of children who are deaf and hard of hearing with high-intensity needs.

To meet the competitive preference priority, a project must--

(a) Establish a consortium comprised of IHEs with existing doctoral programs that prepare scholars to work as doctoral-level leaders in addressing the needs of children who are deaf and hard of hearing with high-intensity needs; and

(b) Address in the project narrative how the opportunities provided to scholars through the consortium activities will promote the competencies needed to further advance the field on effective interventions and services to address the needs of children who are deaf or hard of hearing, including those with high-intensity needs.

Note: We will award competitive preference points under Competitive Preference Priority 1 to not more than one application. The application that addresses this competitive preference priority and receives the highest score based on the selection criteria will be awarded an additional three points.

Competitive Preference Priority 2 (Up to 5 points).

An application that demonstrates matching support for the proposed project at--

- (a) 20 percent of the requested Federal award (1 point);
- (b) 40 percent of the total amount of the requested Federal award (2 points);
- (c) 60 percent of the total amount of the requested Federal award (3 points);
- (d) 80 percent of the total amount of the requested Federal award (4 points); or
- (e) 100 percent of the total amount of the requested Federal award (5 points).

Competitive Preference Priority 3 (0 or 2 points).

Applicants that propose projects that include at least two doctoral preparation programs that have not received funding under CFDA number 84.325D or CFDA number 84.325H at any point in the preceding five fiscal years (i.e., FY 2014 – FY 2018).

References:

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Farmer, T. W., Sutherland, K. S., Talbott, E., Brooks, D. S., Norwalk, K., & Huneke, M. (2016). Special educators as intervention specialists: Dynamic systems and the complexity of

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- Robb, S. M., Smith, D. D., & Montrosse, B. E. (2012). A context of the demand for special education faculty: A study of special education teacher preparation programs. *Teacher Education and Special Education*, 35, 128-139.
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- Woods, J., & Snyder, P. (2009). Interdisciplinary doctoral leadership training in early intervention. *Infants & Young Children*, 22(1), 32-34.
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Waiver of Proposed Rulemaking:

Under the Administrative Procedure Act (APA) (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities and requirements. Section 681(d) of IDEA, however, makes the public comment requirements of the APA inapplicable to the priority in this notice.

Program Authority:

20 U.S.C. 1462 and 1481.

Applicable Regulations:

- (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99.
- (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485.
- (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474.
- (d) The regulations for this program in 34 CFR part 304.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

II. AWARD INFORMATION

Type of Award:

Cooperative agreements.

Estimated Available Funds:

\$3,900,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2020 from the list of unfunded applications from this competition.

Estimated Range of Awards:

\$1,100,000-\$1,300,000 per year.

Estimated Average Size of Award:

\$1,200,000 per year.

Maximum Award:

We will not make an award exceeding \$1,300,000 for a single budget period of 12 months.

Estimated Number of Awards:

3.

Note: The Department is not bound by any estimates in this notice.

Project Period:

Up to 60 months.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

IHEs and private nonprofit organizations.

2. Cost Sharing or Matching:

Cost sharing or matching is required for this competition.

3. Subgrantees:

A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application. Under 34 CFR 75.708(e), a grantee may contract for supplies, equipment, and other services in accordance with 2 CFR part 200.

4. Other: General Requirements:

- (a) Recipients of funding under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities (see section 606 of IDEA).
- (b) Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to the absolute priority, involve individuals with disabilities, or parents of individuals with disabilities ages birth through 26, in planning, implementing, and evaluating the project (see section 682(a)(1)(A) of IDEA).

IV. APPLICATION AND SUBMISSION INFORMATION

1. Application Submission Instructions:

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768), and available at www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf, which contain requirements and information on how to submit an application.

2. 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.

3. Funding Restrictions:

We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

4. Recommended 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. We recommend that you (1) limit the application narrative to no more than 50 pages and (2) use 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, reference citations, and captions, as well as all text in charts, tables, figures, graphs, and screen shots.
- Use a font that is 12 point or larger.
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended 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 abstract (follow the guidance provided in the application package for completing the abstract), the table of contents, the list of priority requirements, the resumes, the reference list, the letters of support, or the appendices. However, the recommended page limit does apply to all of the application narrative, including all text in charts, tables, figures, graphs, and screen shots.

V. APPLICATION REVIEW INFORMATION

1. Selection Criteria:

The selection criteria for this competition are from 34 CFR 75.210 and are as follows:

(a) Significance (10 points).

- (1) The Secretary considers the significance of the proposed project.
- (2) In determining the significance of the proposed project, the Secretary considers the following factors:
 - (i) The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated;
 - (ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project; and
 - (iii) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework.

(b) Quality of project services (45 points).

- (1) The Secretary considers the quality of the services to be provided by the proposed project.
- (2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (3) In addition, the Secretary considers the following factors:
 - (i) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services;
 - (ii) The extent to which the proposed activities constitute a coherent, sustained program of training in the field; and
 - (iii) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

(c) Quality of the project evaluation**(25 points).**

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- (1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.
 - (2) In determining the quality of the evaluation, the Secretary considers the following factors:
 - (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project;
 - (ii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
 - (iii) 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; and
 - (iv) The extent to which the methods of evaluation will provide timely guidance for quality assurance.

(d) Quality of the management plan and adequacy of resources**(20 points).**

-
- (1) The Secretary considers the quality of the management plan and the adequacy of resources for the proposed project.
 - (2) In determining the quality of the management plan and the adequacy of resources, the Secretary considers the following factors:
 - (i) The qualifications, including relevant training and experience, of key project personnel;
 - (ii) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks;
 - (iii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project;
 - (iv) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization; and
 - (v) The extent to which the budget is adequate to support the proposed project.

2. Review and Selection Process:

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary requires various assurances, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Additional Review and Selection Process Factors:

In the past, the Department has had difficulty finding peer reviewers for certain competitions because so many individuals who are eligible to serve as peer reviewers have conflicts of interest. The standing panel requirements under section 682(b) of IDEA also have placed additional constraints on the availability of reviewers. Therefore, the Department has determined that for some discretionary grant competitions, applications may be separated into two or more groups and ranked and selected for funding within specific groups. This procedure will make it easier for the Department to find peer reviewers by ensuring that greater numbers of individuals who are eligible to serve as reviewers for any particular group of applicants will not have conflicts of interest. It also will increase the quality, independence, and fairness of the review process, while permitting panel members to review applications under discretionary grant competitions for which they also have submitted applications.

4. Risk Assessment and Specific Conditions:

Consistent with 2 CFR 200.205, before awarding grants under this competition the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may impose specific conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

5. Integrity and Performance System:

If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$250,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of

performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through the System for Award Management. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

If your application is successful, we will notify your U.S. Representative and U.S. Senators. We will also send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.

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. Open-Licensing Requirements:

Unless an exception applies, if you are awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

4. Reporting:

- (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).
- (b) 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 multiyear award, you

must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

5. Performance Measures:

Under GPRA, the Department has established a set of performance measures, including long-term measures that are designed to yield information on quality of the Personnel Development to Improve Services and Results for Children with Disabilities program. These measures include:

- (1) the percentage of preparation programs that incorporate scientifically or evidence-based practices into their curricula;
- (2) the percentage of scholars completing preparation programs who are knowledgeable and skilled in evidence-based practices for children with disabilities;
- (3) the percentage of scholars who exit preparation programs prior to completion due to poor academic performance;
- (4) the percentage of scholars completing preparation programs who are working in the area(s) in which they were prepared upon program completion; and
- (5) the Federal cost per scholar who completed the preparation program.

In addition, the Department will gather information on the following outcome measures:

- (1) the percentage of scholars who completed the preparation program and are employed in high-need districts;
- (2) the percentage of scholars who completed the preparation program and are employed in the field of special education for at least two years; and
- (3) the percentage of scholars who completed the preparation program and who are rated effective by their employers.

Grantees may be asked to participate in assessing and providing information on these aspects of program quality.

6. Continuation Awards:

In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantees approved application.

In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. OTHER INFORMATION

Accessible Format:

Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the:

Management Support Services Team
U.S. Department of Education
400 Maryland Avenue SW, room 5074A
Potomac Center Plaza
Washington, DC 20202-2500

Telephone: (202) 245-7363.

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

Electronic Access to This Document:

The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at www.govinfo.gov. At this site you can view this document, as well as all other documents of this Department published in the *Federal Register*, in text or Portable Document Format (PDF). To use PDF, you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the *Federal Register* by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

/s/

Johnny W. Collett,
*Assistant Secretary for Special
Education and Rehabilitative Services.*

Updated 02/2019

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

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.

Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <http://www.grants.gov/web/grants/applicants/applicant-fags.html#browser>

ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- 1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

- 3) **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>

Helpful Reminders

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. 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. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually.]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

- 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/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 and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM. If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline 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: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. 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 closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: <mailto:support@grants.gov> or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Eastern 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. 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. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html> as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

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.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

PRIORITY DESCRIPTION AND SELECTION CRITERIA

DOCTORAL TRAINING CONSORTIA ASSOCIATED WITH HIGH-INTENSITY NEEDS (CFDA 84.325H)

DEADLINE:

07/29/2019

ABSOLUTE PRIORITY:

Doctoral Training Consortia Associated with High-Intensity Needs.**Background:**

The purpose of this competition is to support three doctoral training consortia that will prepare leaders with highly specialized skills, knowledge, and expertise to address the needs of children, including infants, toddlers, and youth (referred to as “children” hereafter), with disabilities with high-intensity needs. Each training consortium will prepare special education, early intervention, or related services personnel who are well-qualified for, and can act effectively in, leadership positions as researchers and preparers of special education, early intervention, or related services personnel in institutions of higher education (IHEs), or as leaders in traditional and non-traditional public school systems such as State educational agencies (SEAs), charter management organizations (CMOs), charter school authorizers, lead agencies (LAs), local educational agencies (LEAs), private school networks, parochial schools, early intervention services (EIS) programs, or schools. This priority is consistent with three priorities included in the Secretary’s Final Supplemental Priorities and Definitions for Discretionary Grant Programs (Supplemental Priorities) (83 FR 9096). Specifically, the priority is consistent with Supplemental Priority 2--Promoting Innovation and Efficiency, Streamlining Education with an Increased Focus on Improving Student Outcomes, and Providing Increased Value to Students and Taxpayers; Supplemental Priority 5--Meeting the Unique Needs of Students and Children With Disabilities and/or Those with Unique Gifts and Talents; and Supplemental Priority 8--Promoting Effective Instruction in Classrooms and Schools.

Leadership personnel play an essential role in promoting high expectations for each child with a disability and provide, or prepare others to provide, effective interventions and services that improve outcomes for children, including infants, toddlers, and youth with disabilities. Children with disabilities with high-intensity needs refers to children with a complex array of disabilities (e.g., multiple disabilities, significant cognitive disabilities, significant physical disabilities, significant sensory disabilities, significant autism, significant emotional disabilities, or significant learning disabilities, including dyslexia) or the needs of children with these disabilities requiring

intensive, individualized interventions (i.e., interventions that are specifically designed to address persistent learning or behavior difficulties, implemented with greater frequency and for a duration that is more extended than is commonly available in a typical classroom or early intervention setting, or which require personnel to have knowledge and skills in identifying and implementing multiple evidence-based¹ interventions).

Gaps in the knowledge base of effective interventions and a shortage of educators with specialized preparation can negatively affect the quality of services provided to children with high-intensity needs (e.g., Bruce & Borders, 2015; Farmer et al., 2016; Guralnick, 2017; Lemons, Vaughn, Wexler, Kearns, & Sinclair, 2018; Roberts & Kaiser, 2015; Browder, Wood, Thompson, & Ribuffo, 2014; Zwaigenbaum et al., 2015). Leadership personnel who have the knowledge, skills, and expertise are needed to effectively address the complexity of issues that children with disabilities with high-intensity needs may have; prepare educators with the specialized knowledge and skills to deliver effective intensive individualized intervention; and inform how intervention and services can best be coordinated to address these needs in different educational settings.

There is a well-documented need for leadership personnel to fill faculty and leadership positions in special education, early intervention, and related services (Castillo, Curtis, & Tan, 2014; Montrosse & Young, 2012; Robb, Smith, & Montrosse, 2012; Smith, Montrosse, Robb, Tyler, & Young, 2011; Smith, Robb, West, & Tyler, 2010; Woods & Snyder, 2009). However, few university programs include specialized training to address the needs of children with disabilities with high-intensity needs, and those programs usually have a small number of faculty members, and sometimes just one.

The lack of faculty in high-need areas limits the number of future leaders and other educators (e.g., teachers) that can be prepared, restricts the curriculum and diversity of opportunities in preparation programs, and impacts the capacity of the field to advance the knowledge base of effective intervention and services needed to serve children with disabilities with high-intensity needs.

A doctoral training consortium approach can address the need for preparing future leadership personnel in high-need areas. OSEP has funded doctoral training consortia in sensory disabilities (blind and visually impaired, deaf-blind, and deaf and hard of hearing) since 2004 and a consortium that focuses on disabilities associated with academic and behavior-intensive service needs since 2014.

¹ For the purposes of this priority, “evidence-based” means, at a minimum, evidence that demonstrates a rationale (as defined in 34 CFR 77.1), where a key project component included in the project’s logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.

An initial evaluation of the 2004, 2009, and 2014 sensory consortia indicates the success of the approach in preparing future leaders. For example, a majority of the scholars completed their programs in a timely manner, are working in the field as faculty or in other leadership positions, and made contributions to the field through presentations and publications on improving outcomes and services for children with sensory disabilities. Scholars, after completing their doctoral degrees, have also received research and personnel preparation grants to improve interventions and services as well as grants to prepare personnel to address the needs of children with sensory disabilities (Kruemmeling, Hayes, & Smith, 2017). Although the consortium that focuses on disabilities associated with intensive service needs has not yet ended, preliminary data suggest scholars are making timely progress; contributing to the field through presentations, publications, course materials, and other scholarly activities on improving outcomes for children with disabilities who have intensive service needs; and engaging in collaborative projects across institutions. Additional information about the consortia and the scholars is located at the following websites: www.nlcspdproject.org/ and <http://nclii.org/>.

Each training consortium will prepare doctoral-level leaders with the knowledge, skills, and expertise needed to deliver effective intensive individualized intervention for children with disabilities with high-intensity needs; prepare educators with the specialized knowledge and skills to deliver effective, intensive individualized intervention; and inform how intervention and services can best be coordinated to address these needs in different educational settings. The consortia will prepare leaders who can act effectively in leadership positions in universities, traditional and non-traditional public school systems such as SEAs, CMOs, charter school authorizers, LAs, LEAs, private school networks, parochial schools, EIS programs, or schools.

Priority:

The purpose of the Doctoral Training Consortia Associated with High-Intensity Needs priority is to increase the number of highly skilled doctoral leaders by funding three cooperative agreements to support three doctoral training consortia to prepare leaders in special education, early intervention, and related services to address the needs of children with disabilities with high-intensity needs.

This priority will provide support to help address identified needs for leadership personnel with the knowledge and skills to establish and meet high expectations for each child with a disability. To be considered for funding under this absolute priority, program applicants must meet the application requirements contained in this priority. All projects funded under this absolute priority also must meet the programmatic and administrative requirements specified in the priority.

Note: Doctoral training consortia that lead to clinical doctoral degrees in related services (e.g., a Doctor of Audiology degree or Doctor of Physical Therapy degree) are not included in this priority. These types of training programs are eligible to apply for funding under the Personnel

Preparation in Special Education, Early Intervention, and Related Services priority (CFDA 84.325K) that OSEP intends to fund in FY 2019.

Note: Applicants must demonstrate matching support for the proposed project at 10 percent of the total amount of the grant as specified in paragraph (d)(15) of the requirements of this priority for an application to be reviewed and be considered eligible to receive an award.

To meet the requirements of this priority, an applicant must--

(a) Demonstrate, in the narrative section of the application under "Significance," how--

(1) The project addresses the need for leadership personnel to promote high expectations and provide, or prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs. To address this requirement, the applicant must present--

(i) Appropriate and applicable national data demonstrating the need for the leadership personnel the applicant proposes to prepare or, in cases where national data are not available, State, regional, district, or local data demonstrating the need; and

(ii) Data demonstrating the potential success of the project in producing leaders in special education, early intervention, or related services, such as the professional accomplishments of each individual consortium university's program graduates (e.g., public service, awards, or publications) who demonstrate their leadership in special education, early intervention, or related services; the success of program graduates as preparers of teachers, service providers, or administrators, including any results from evaluating the impact of those teachers, service providers, or administrators on the outcomes of children with disabilities; the average amount of time it takes for program graduates to complete the program; the number of program graduates; and the percentage of program graduates finding employment directly related to their preparation; and

Note: Data on each individual consortium university's program should be no older than five years prior to the start date of the project proposed in the application. When reporting percentages, the denominator (i.e., the total number of scholars or program graduates) must be provided.

(2) The competencies each scholar acquires by participating in the consortium and by completing the university's program of study relate to the knowledge and skills needed by the leadership personnel the applicant proposes to prepare. A proposed consortium must ensure that all scholars enrolled participate in and complete, in addition to the scholar's university program of study, a unique consortium curriculum designed to supplement and enhance each university's program of study by providing academic and professional opportunities and instruction. To address this requirement, the applicant must--

(i) Identify the competencies needed by leadership personnel in postsecondary instruction, administration, policy development, professional practice, leadership, or research in

order to provide, prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs; and

(ii) Provide the conceptual framework that will promote the acquisition of the identified competencies needed by leadership personnel, including knowledge of technologies designed to provide instruction, and how these competencies relate to the consortium's specialized preparation area. For more information on conceptual frameworks, please see www.osepideasthatwork.org/resources-grantees/program-areas/ta-ta/tad-project-logic-model-and-conceptual-framework.

(b) Demonstrate, in the narrative section of the application under "Quality of project services," how--

(1) The project will recruit and support a minimum of 28 high-quality scholars.² Consortium scholars must be first-time enrollees in a doctoral training program in special education, early intervention, or related service areas (with the exception of clinical doctorates). The narrative must describe--

(i) The selection criteria the applicant will use to identify high-quality applicants for admission in the consortium;

(ii) The recruitment strategies the applicant will use to attract high-quality applicants and any specific recruitment strategies targeting high-quality applicants from groups that are underrepresented in the teaching profession, including individuals with disabilities; and

(iii) The approach the applicant will use to help all scholars, including individuals with disabilities, complete the program; and

(2) The project is designed to promote the acquisition of the competencies needed by leadership personnel to promote high expectations and provide, prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs. To address this requirement, the applicant must--

(i) Describe how the components of the project, such as the consortium curriculum, work-based experiences aligned with project components (e.g., internships, current employment), research requirements, and other opportunities provided to scholars to analyze data, critique research and methodologies, and practice newly acquired knowledge and skills, will enable the scholars to acquire the competencies needed by leadership personnel for

² For the purposes of this priority, "scholar" is limited to an individual who (a) is pursuing a doctoral degree related to special education, early intervention, or related services; (b) receives scholarship assistance as authorized under section 662 of IDEA (34 CFR 304.3(g)); and (c) will be able to be employed in a position that serves children with disabilities for either 51 percent of their time or case load. See <https://pdp.ed.gov/OSEP/Home/Regulation> for more information.

postsecondary instruction, administration, policy development, professional practice, leadership, or research in special education, early intervention, or related services;

(ii) Describe how the components of the consortium curriculum are integrated within and across the individual university program curricula in order to support the acquisition and enhancement of the identified competencies needed by leadership personnel in special education, early intervention, or related services, including knowledge of technologies designed to provide instruction;

(iii) Describe how the components of the project prepare scholars to promote high expectations and to provide, prepare others to provide, or supervise the provision of, effective interventions and services that improve outcomes for children with disabilities with high-intensity needs in a variety of educational or early childhood and early intervention settings;

(iv) Describe how the project will provide scholars with high-quality work-based experiences (e.g., internships, current employment) in a public, non-traditional public, parochial, or private partnering agency, school, or program that includes a high-need LEA,³ a high-poverty school,⁴ a school implementing a comprehensive support and improvement plan,⁵ a school implementing a targeted support and improvement plan⁶ for children with disabilities, an early childhood and early intervention program located within the geographical boundaries of a high-need LEA, or an early childhood and early intervention program located within the geographical boundaries of an LEA serving the highest percentage of schools identified for comprehensive support and improvement or implementing targeted support and improvement plans in the State;

³ For the purposes of this priority, “high-need LEA” means an LEA (a) that serves not fewer than 10,000 children from families with incomes below the poverty line; or (b) for which not less than 20 percent of the children served by the LEA are from families with incomes below the poverty line.

⁴ For the purposes of this priority, “high-poverty school” means a school in which at least 50 percent of students are from low-income families as determined using one of the measures of poverty specified under section 1113(a)(5) of the Elementary and Secondary Education Act of 1965, as amended (ESEA). For middle and high schools, eligibility may be calculated on the basis of comparable data from feeder schools. Eligibility as a high-poverty school is determined on the basis of the most currently available data.

⁵ For the purposes of this priority, “school implementing a comprehensive support and improvement plan” is a school identified for comprehensive support and improvement by the State under section 1111(c)(4)(D) of the ESEA that includes (a) not less than the lowest-performing 5 percent of all schools receiving funds under title I, part A of the ESEA; (b) all public high schools in the State failing to graduate one third or more of their students; and (c) public schools in the State described under section 1111(d)(3)(A)(i)(II) of the ESEA.

⁶ For the purposes of this priority, “school implementing a targeted support and improvement plan” means a school identified for targeted support and improvement by a State that has developed and is implementing a school-level targeted support and improvement plan to improve student outcomes based on the indicators in the statewide accountability system as defined in section 1111(d)(2) of the ESEA.

(v) Describe how the project will partner with diverse stakeholders to inform project components;

(vi) Describe how the project will use resources, as appropriate, available through technical assistance centers, which may include centers funded by the Department;

(vii) Describe the approach that faculty members will use to mentor scholars with the goal of helping them acquire competencies needed by leadership personnel and advancing their careers in special education, early intervention, or related services; and

(viii) Describe how the project is designed to ensure that scholars have opportunities to work with faculty and scholars from other universities within the consortium on research and analytical projects in order to support the acquisition of the competencies identified in paragraph (a)(2)(i).

(c) Demonstrate, in the narrative section of the application under “Quality of the project evaluation,” how the applicant will--

(1) Evaluate how well the goals or objectives of the proposed project have been met. The applicant must describe the outcomes to be measured for both the project and the scholars, particularly the acquisition of scholars’ competencies and their impact on the services provided by future teachers, service providers, or administrators, and must describe the evaluation methodologies to be employed, including proposed instruments, data collection methods, and possible analyses;

(2) Collect, analyze, and use data on current scholars and scholars who graduate from the program to improve the proposed program on an ongoing basis;

(3) Develop a plan, to be refined and finalized in collaboration with the other consortia, to evaluate the consortium model;

(4) Develop a plan to disseminate project outcomes, including the consortium structure and program components critical to attaining positive scholar competencies;

(5) Dedicate sufficient resources toward revising, refining, and conducting evaluation activities; and

(6) Report the evaluation results to OSEP in the applicant’s annual and final performance reports.

(d) Demonstrate, in the narrative under “Required Project Assurances” or appendices, that the following program requirements are met. The applicant must--

(1) Ensure that the consortium is comprised of at least six IHEs with existing doctoral programs that will prepare scholars for leadership positions to address the needs of children with disabilities with high-intensity needs;

(2) Include at least one doctoral preparation program that has not received funding under CFDA number 84.325D or CFDA number 84.325H at any point in the preceding five fiscal years (i.e., FY 2014 - FY 2018);

(3) Establish policies, procedures, standards, and guidelines for the work of the consortium, in consultation with and approved by the OSEP project officer prior to implementation, in the following areas:

- (i) Recruitment and selection of scholars who will be supported by the consortium;
- (ii) Distribution of tuition and stipends among participating scholars;
- (iii) Fiscal management;
- (iv) Measurement and reporting of scholar progress;
- (v) Contingency planning in case of scholar or consortium faculty losses;
- (vi) Governance of the consortium; and
- (vii) Sustainability plan;

(4) Ensure that all scholars recruited into the consortium can graduate from the program by the end of the project period. The described scholar recruitment strategies, including recruitment of individuals with disabilities, the program components and their sequence, and proposed budget must be consistent with this requirement;

(5) Ensure scholars will not be selected based on race or national origin/ethnicity. Per the Supreme Court's decision in *Adarand Constructors, Inc. v. Peña*, 515 U.S. 200 (1995), the Department does not allow the selection of individuals on the basis of race or national origin/ethnicity. For this reason, grantees must ensure that any discussion of the recruitment of scholars based on race or national origin/ethnicity distinguishes between increasing the pool of applicants and actually selecting scholars;

(6) Ensure that the project will meet the requirements in 34 CFR 304.23, particularly those related to (a) informing all scholarship recipients of their service obligation commitment; and (b) disbursing scholarships. Failure by a grantee to properly meet these requirements is a violation of the grant award that may result in sanctions, including the grantee being liable for returning any misused funds to the Department;

(7) Ensure that prior approval from the OSEP project officer will be obtained before admitting additional scholars beyond the number of scholars proposed in the application;

(8) Ensure that scholars are full-time, reside in close proximity to the university, and remain active in their degree programs until completion of their degrees or until grant funding ends;

(9) Ensure that at least 65 percent of the total budget over the project period will be used for scholar support;

(10) Ensure that the IHE will not require scholars enrolled in the program to work (e.g., as graduate assistants) as a condition of receiving support (e.g., tuition, stipends) from the proposed project, unless the work is specifically related to the acquisition of scholars' competencies or the requirements for completion of their personnel preparation program. This prohibition on work as a condition of receiving support does not apply to the service obligation requirements in section 662(h) of IDEA;

(11) Ensure that annual data will be submitted on each scholar who receives grant support (OMB Control Number 1820-0686). The primary purposes of the data collection are to track the service obligation fulfillment of scholars who receive funds from OSEP grants and to collect data for program performance measure reporting under the Government Performance and Results Act of 1993 (GPRA). Applicants are encouraged to visit the Personnel Development Program Data Collection System (DCS) website at <https://pdp.ed.gov/osep> for further information about this data collection requirement. Typically, data collection begins in January of each year, and grantees are notified by email about the data collection period for their grant, although grantees may submit data as needed, year-round. This data collection must be submitted electronically by the grantee and does not supplant the annual grant performance report required of each grantee for continuation funding (see 34 CFR 75.590). Data collection includes the submission of a signed, completed Pre-Scholarship Agreement and Exit Certification for each scholar funded under an OSEP grant (see paragraph (6) of this section);

(12) Ensure that scholar accomplishments (e.g., publications, awards) will be reported in annual and final performance reports;

(13) Ensure that the project will meet the statutory requirements in section 662(e) through (h) of IDEA;

(14) Ensure that the project will be operated in a manner consistent with nondiscrimination requirements contained in the U.S. Constitution and the Federal civil rights laws;

(15) Demonstrate, in the budget information (ED Form 524, Section B) and budget narrative, matching support for the proposed project at least 10 percent of the total amount of the grant. Applicants must propose the amount of cash or in-kind resources;

Note: Under 34 CFR 75.562, educational training grants under this program have an 8 percent limit on indirect costs. The difference between a grantee's negotiated indirect cost rate and the 8 percent limit cannot be used to meet this requirement.

Matching support can be either cash or in-kind donations. Under 2 CFR 200.306, a cash expenditure or outlay of cash with respect to the matching budget by the grantee is considered a cash contribution. However, certain cash contributions that the organization normally considers an indirect cost should not be counted as a direct cost for the purposes of meeting matching support. Specifically, in accordance with 2 CFR 200.306(c), unrecovered indirect

costs cannot be used to meet the non-Federal matching support. Under 2 CFR 200.434, third-party in-kind contributions are services or property (e.g., land, buildings, equipment, materials, supplies) that are contributed by a non-Federal third party at no charge to the grantee;

(16) Ensure that the project director, key personnel, and scholars will actively participate in the cross-project collaboration, advanced trainings, and cross-site learning opportunities (e.g., webinars, briefings) supported by OSEP. This network is intended to promote opportunities for participants to share resources and generate new knowledge by addressing topics of common interest to participants across projects including Department priorities and needs in the field;

(17) Ensure the project will establish and maintain a website containing relevant information and documents relating to the participating universities and faculty, components of the consortium curriculum, and scholar accomplishments. The project's website must be of high quality, with an easy-to-navigate design, that meets government or industry-recognized standards for accessibility;

(18) Ensure that annual progress toward meeting project goals is posted on the project website or university website;

(19) Ensure that the budget includes attendance by the project director at a three-day project directors' meeting in Washington, DC, during each year of the project. The budget should also provide for the attendance of scholars at the three-day project directors' meeting in Washington, DC, at least once during the project period;

(20) Ensure that the budget includes two in-person meetings for project scholars and faculty each year of the project. Meetings may be scheduled to coincide with a professional conference or meeting but must include designated time for a meeting of project scholars and faculty; and

(21) Ensure that each university program in the consortium dedicates sufficient resources (e.g., personnel, budget) to provide financial oversight and monitoring of project funds as established by the policies, procedures, standards, and guidelines of the consortium (see paragraph (3) of this section).

Note: For additional information regarding group applications, refer to 34 CFR 75.127, 75.128, and 75.129.

Competitive Preference Priorities:

Within this absolute priority, we give competitive preference to applications that address the following priorities.

Under 34 CFR 75.105(c)(2)(i), we award an additional three points to an application that meets Competitive Preference Priority 1; up to an additional five points to an application, depending on

how well the application meets Competitive Preference Priority 2; and an additional two points to an application that meets Competitive Preference Priority 3. Applicants should indicate in the abstract if one, two, or all three competitive preference priorities are addressed.

These priorities are:

Competitive Preference Priority 1 (0 or 3 points).

Background:

Under this competitive preference priority, we will award three competitive preference points to a project that proposes a doctoral training consortium that prepares leadership personnel who will address the needs of children who are deaf and hard of hearing with high-intensity needs. Shortages in leadership personnel that have the skills, knowledge, and expertise to address the needs of children who are deaf and hard of hearing have been documented (e.g., Benedict, Johnson, & Antia, 2011). The lack of leadership personnel (e.g., faculty) has been stated to be a contributing factor to the decline in the number of preparation programs that prepare personnel to address the needs of children who are deaf and hard of hearing (Benedict et al., 2011; Johnson, 2013), and some States do not have programs (C. Howley, Howley, & Telfer, 2017). Another concern is that the shortage of leadership personnel will limit the field in advancing the knowledge base of effective interventions and services for this population (Benedict et al., 2011).

Priority:

A doctoral training consortium that prepares leadership personnel who will address the needs of children who are deaf and hard of hearing with high-intensity needs.

To meet the competitive preference priority, a project must--

(a) Establish a consortium comprised of IHEs with existing doctoral programs that prepare scholars to work as doctoral-level leaders in addressing the needs of children who are deaf and hard of hearing with high-intensity needs; and

(b) Address in the project narrative how the opportunities provided to scholars through the consortium activities will promote the competencies needed to further advance the field on effective interventions and services to address the needs of children who are deaf or hard of hearing, including those with high-intensity needs.

Note: We will award competitive preference points under Competitive Preference Priority 1 to not more than one application. The application that addresses this competitive preference priority and receives the highest score based on the selection criteria will be awarded an additional three points.

Competitive Preference Priority 2 (Up to 5 points).

An application that demonstrates matching support for the proposed project at--

- (a) 20 percent of the requested Federal award (1 point);
- (b) 40 percent of the total amount of the requested Federal award (2 points);
- (c) 60 percent of the total amount of the requested Federal award (3 points);
- (d) 80 percent of the total amount of the requested Federal award (4 points); or
- (e) 100 percent of the total amount of the requested Federal award (5 points).

Competitive Preference Priority 3 (0 or 2 points).

Applicants that propose projects that include at least two doctoral preparation programs that have not received funding under CFDA number 84.325D or CFDA number 84.325H at any point in the preceding five fiscal years (i.e., FY 2014 – FY 2018).

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Waiver of Proposed Rulemaking:

Under the Administrative Procedure Act (APA) (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities and requirements. Section 681(d) of IDEA, however, makes the public comment requirements of the APA inapplicable to the priority in this notice.

Program Authority:

20 U.S.C. 1462 and 1481.

PERFORMANCE MEASURES:

Under GPRA, the Department has established a set of performance measures, including long-term measures, that are designed to yield information on the quality of the Personnel Development to Improve Services and Results for Children with Disabilities program. These measures include:

- (1) the percentage of preparation programs that incorporate scientifically or evidence-based practices into their curricula;
- (2) the percentage of scholars completing preparation programs who are knowledgeable and skilled in evidence-based practices for children with disabilities;
- (3) the percentage of scholars who exit preparation programs prior to completion due to poor academic performance;
- (4) the percentage of scholars completing preparation programs who are working in the area(s) in which they were prepared upon program completion; and
- (5) the Federal cost per scholar who completed the preparation program.

In addition, the Department will gather information on the following outcome measures:

- (1) the percentage of scholars who completed the preparation program and are employed in high-need districts;
- (2) the percentage of scholars who completed the preparation program and are employed in the field of special education for at least two years; and
- (3) the percentage of scholars who completed the preparation program and who are rated effective by their employers.

Grantees may be asked to participate in assessing and providing information on these aspects of program quality.

APPLICATIONS AVAILABLE:

June 12, 2019.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS:

July 29, 2019.

DEADLINE FOR INTERGOVERNMENTAL REVIEW:

September 25, 2019.

ESTIMATED AVAILABLE FUNDS:

\$3,900,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2020 from the list of unfunded applications from this competition.

ESTIMATED RANGE OF AWARDS:

\$1,100,000-\$1,300,000 per year.

ESTIMATED AVERAGE SIZE OF AWARDS:

\$1,200,000 per year.

ESTIMATED NUMBER OF AWARDS:

3.

Note: The Department is not bound by any estimates in this notice.

MAXIMUM AWARD:

We will not make an award exceeding \$1,300,000 for a single budget period of 12 months.

PROJECT PERIOD:

Up to 60 months.

RECOMMENDED 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. We recommend that you (1) limit the application narrative to no more than 50 pages and (2) use 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, reference citations, and captions, as well as all text in charts, tables, figures, graphs, and screen shots.
- Use a font that is 12 point or larger.
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended 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 abstract (follow the guidance provided elsewhere in the application package for completing the abstract template), the table of contents, the list priority requirements, the resumes, the reference list, the letters of support, or the appendices. However, the recommended page limit does apply to all of the application narrative, including all text in charts, tables, figures, graphs, and screen shots.

GENERAL REQUIREMENTS:

- (a) Recipients of funding under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities in project activities (see section 606 of IDEA); and
- (b) Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to Absolute Priority 1 or 2, involve individuals with disabilities, or parents of individuals with disabilities ages birth through 26 in planning, implementing, and evaluating the projects (see section 682(a)(1)(A) of IDEA).

APPLICABLE REGULATIONS:

- (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99.
- (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485.

(c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474.

(d) The regulations for this program in 34 CFR part 304.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

ELIGIBLE APPLICANTS:

IHEs and private nonprofit organizations.

SUBGRANTEES:

A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application. Under 34 CFR 75.708(e), a grantee may contract for supplies, equipment, and other services in accordance with 2 CFR part 200.

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.

FOR FURTHER INFORMATION ABOUT THIS PRIORITY CONTACT:

Celia Rosenquist, Project Officer
Research to Practice Division
Office of Special Education Programs

Telephone: (202) 245-7373

Internet: Celia.Rosenquist@ed.gov

TTD: 1-800-877-8339

SELECTION CRITERIA AND FORMAT FOR THE APPLICATIONS FOR NEW AWARDS— DOCTORAL TRAINING CONSORTIA ASSOCIATED WITH HIGH- INTENSITY NEEDS (CFDA 84.325H) COMPETITION

Part III of the application form requires a narrative that addresses the selection criteria that will be used by reviewers in evaluating individual proposals. Applications are more likely to receive favorable reviews by panels when they are organized according to the format suggested below. This format was published in the FEDERAL REGISTER as an appendix to the program regulations, and it addresses all the selection criteria used to evaluate applications required by regulations. If you prefer to use a different format, you may wish to cross-reference the sections of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

The selection criteria that will be used to evaluate applications submitted to the **Applications for New Awards; Personnel Development to Improve Services and Results for Children with Disabilities--Doctoral Training Consortia Associated with High-Intensity Needs (CFDA 84.325H)** competition are the selection criteria for new grants required by the EDGAR general selection criteria menu. The maximum score for all of the criteria is 100 points.

Note: This competition includes one absolute priority and three competitive preference priorities. The Department will use peer reviewers to review and score applications on the selection criteria.

Applicants must demonstrate matching support for the proposed project at 10 percent of the total amount of the grant, as specified in (d)(15) of the priority requirements, for an application to be reviewed and be considered eligible to receive an award.

Prior to the peer review, Department staff will determine if an application has met the absolute priority to be eligible for peer review. An application that has not met the absolute priority will not be considered for funding and may not be reviewed. Department staff will assign competitive preference priority points to applications meeting one or more of the competitive preference priorities, up to a total of 10 points.

The application narrative should include the following sections in this order:

(a) SIGNIFICANCE**(10 POINTS)**

- (1) The Secretary considers the significance of the proposed project.
- (2) In determining the significance of the proposed project, the Secretary considers the following factors:
 - (i) The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated;
 - (ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project; and
 - (iii) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework.

(b) QUALITY OF PROJECT SERVICES**(45 POINTS)**

- (1) The Secretary considers the quality of the services to be provided by the proposed project.
- (2) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (3) In addition, the Secretary considers the following factors:
 - (i) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services;
 - (ii) The extent to which the proposed activities constitute a coherent, sustained program of training in the field; and
 - (iii) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

(c) QUALITY OF THE PROJECT EVALUATION**(25 POINTS)**

- (1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.
- (2) In determining the quality of the evaluation, the Secretary considers the following factors:
 - (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project;
 - (ii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
 - (iii) 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; and
 - (iv) The extent to which the methods of evaluation will provide timely guidance for quality assurance.

(d) QUALITY OF THE MANAGEMENT PLAN AND ADEQUACY OF RESOURCES**(20 POINTS)**

- (1) The Secretary considers the quality of the management plan and the adequacy of resources for the proposed project.
- (2) In determining the quality of the management plan and the adequacy of resources, the Secretary considers the following factors:
 - (i) The qualifications, including relevant training and experience, of key project personnel;
 - (ii) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks;
 - (iii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project;
 - (iv) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization; and
 - (v) The extent to which the budget is adequate to support the proposed project.

GENERAL INFORMATION ON COMPLETING AN APPLICATION

GENERAL INFORMATION ON COMPLETING AN APPLICATION

Potential applicants frequently direct questions to officials of the Department regarding application notices and programmatic and administrative regulations governing various direct grant programs. To assist potential applicants, the Office of Special Education Programs (OSEP) staff have assembled the following most commonly raised issues. In general, this information applies to the grant competitions covered by this application package.

EXTENSION OF DEADLINES

Waivers for individual applications are not granted, regardless of the circumstances. Under very extraordinary circumstances a closing date may be changed. Such changes are announced in the *Federal Register*.

COPIES OF THE APPLICATION

Unless you qualify for an exception in accordance with the instructions found in the Notice inviting applications, you must submit your application electronically. Therefore, you do not need to submit paper copies of the application. If you are granted an exception, current Government-wide policy requires that an original and two paper copies need to be submitted.

MAKING APPLICATIONS MORE ACCESSIBLE TO REVIEWERS WHO ARE BLIND OR HAVE LOW VISION

The Department will accept one copy of the application in an accessible format (i.e., IBM PC compatible WordPerfect or ASCII code diskette) along with the original and two print copies of the application. The accessible format copy can be used with available software to convert the text of the application into braille, or with text to voice applications. If there are any differences in the print original provided on the disk and in print, the print original is assumed to be the correct version. Please note that it is not a requirement that one copy of the application be in an accessible format.

MISSED DEADLINES AND SUBMISSION UNDER OTHER COMPETITIONS

Should an application miss the deadline for a particular competition, it may be submitted for another competition. However, if an application is properly prepared to meet the specifications of one competition, it is extremely unlikely that it would be favorably evaluated under a different competition.

SUBMISSION TO MORE THAN ONE PROGRAM

Applications may be submitted to more than one Federal program if you are unsure of the most appropriate program. Each application should be prepared following the instructions for that particular program as closely as possible (which may require some reformulation). It is very helpful if each program is notified that an identical or similar application is being submitted to another program.

HELP PREPARING APPLICATIONS

We are happy to provide general program information. Clearly it would **not** be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such contact is not required, nor does it in anyway guarantee the success of an application.

NOTIFICATION OF FUNDING

The time required to complete the evaluation of applications is variable. Once applications have been received staff must determine the areas of expertise needed to appropriately evaluate the applications, identify and contact potential reviewers, convene peer review panels, and summarize and review the recommendations of the review panels. You can expect to receive notification within 3 to 6 months of the application closing date, depending on the number of applications received and the number of competitions with closing dates at about the same time.

POSSIBILITY OF LEARNING THE OUTCOME OF REVIEW PANELS PRIOR TO OFFICIAL NOTIFICATION

Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a local school district, etc. **Regardless of the reason, we cannot share information about the review with anyone until the Assistant Secretary has approved a slate of projects recommended for funding and Congressional notification is completed.** You will be notified as quickly as possible either by telephone (if your application is recommended for funding), or by email (if your application is not successful).

FORMAT FOR APPLICATIONS

The **application narrative** (Part III of the application form) should be organized to follow the exact sequence of the components in the selection criteria used to evaluate applications. (The selection criteria for the competitions covered by this packet are listed following the specific

competition information in section “B” of this packet. The **abstract**, should precede the table of contents, and application narrative. In submitting your application through Grants.gov, the **abstract template** should be uploaded and attached to the Abstract File. The **abstract template**, located at <https://www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html>, should be completed to provide a comprehensive description of the proposed project. For the table of contents, list of priority requirements, and application narrative, you will have to upload these documents as one .PDF or Microsoft Word file, and attach to the Mandatory Project Narrative File. If you prefer to use a different format, you may wish to cross-reference the sections of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

To aid in screening and reviewing the application, applicants should list after the table of contents, all general, special, and other requirements for the priority and corresponding page number (s) where requirements are addressed within the application. (All requirements are found in each priority description included in this application package.) Page limit recommendations do not apply to this list of priority requirements (see Application Forms and Instructions for Grants.gov Submission document for upload instructions). The format included below is an example of how you might provide this information in your application.

PAGE #	REQUIREMENTS
_____	(a) Projects funded under this notice must make positive efforts to employ and advance in employment qualified individuals with disabilities in project activities. (See Section 606 of IDEA)
_____	(b) Applicants and grant recipients funded under this notice must involve individuals with disabilities or parents of individuals with disabilities ages birth through 26 in planning, implementing, and evaluating the projects. (See Section 682(a)(1)(A) of IDEA)
_____	(c) Applicant must describe steps to ensure equitable access to, and participation in, its program for students, teachers, and other program beneficiaries with special needs. (See Section 427, GEPA)
_____	(d) Projects funded under these priorities must budget for a three-day Project’s Directors’ meeting in Washington, D.C. during each year of the project.

PAGE LIMITS

Please note that all applications submitted under the competition in this application package must adhere to the Part III—Application Narrative page limit recommendations that are specified under each priority/competition description. Your application should provide enough information

to allow the review panel to evaluate the importance and impact of the project as well as to make knowledgeable judgments about the methods you propose to use (design, participants, sampling procedures, measures, instruments, data analysis strategies, etc.). It is often helpful to have:

1. **Staff Vitae:** They should include each person's title and role in the proposed project and contain only information that is relevant to this proposed project's activities and/or publications. Vitae/Resumes for consultants and Advisory Council members should be similarly brief.
2. **Instruments:** Except in the case of generally available and well-known instruments.
3. **Agreements:** When the participation of an agency other than the applicant is critical to the project. This is particularly critical when an intervention will be implemented within an agency, or when participants will be drawn from particular agencies. Letters of cooperation should be specific, indicating agreement to implement a particular intervention or to provide access to a particular group of students.

The items listed above are not included under page limit recommendations.

MAKING SURE APPLICATION IS ASSIGNED TO THE CORRECT COMPETITION

Applicants should clearly indicate in Item 11 on the application (SF Form 424) the CFDA number of the program priority (e.g., 84.325H, etc.) representing the competition in which the application should be considered. **If this information is not provided, your application may inadvertently be assigned and reviewed under a different competition from the one you intended.**

RETURN OF NON-FUNDED APPLICATIONS

We do not return original copies of applications. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be emailed to all applicants.

PROPOSED STAFF AVAILABILITY TO PROJECT

For each staff person named in the application, please provide documentation of all internal and external time commitments. In instances where a staff person is committed on a federally supported project, please provide the project name, Federal office, program title, the project federal award number, and the amount of committed time by each project year. This information (e.g., Staff: Jane Doe; Project Name: Succeeding in the General Curriculum; Federal office: Office of Special Education Programs; Program title: Personnel Development to Improve

Services and Results for Children with Disabilities; Award number: H326A030002; Time commitments: Year 1—30%; Year 2—25% and Year 3—40%) can be provided as an Appendix to the application.

In general, we will not reduce time commitments on currently funded grants from the time proposed in the original application. Therefore, **we will not consider for funding any application where key staff are bid above a time commitment level that staff have available to bid**. Further, the time commitments stated in newly submitted applications will not be negotiated down to permit the applicant to receive a new grant award.

USE OF PERSON LOADING CHARTS

It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A person loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity, as shown in the following example.

TABLE: PERSON LOADING CHART—TIME IN DAY(S) BY PERSON*

Activity	Time in Day(s) by Person: Person A	Time in Day(s) by Person: Person B	Time in Day(s) by Person: Person C	Time in Day(s) by Person: Person D
Library Research	0	0	0	0
Hire Staff	0	0	0	0
Prepare Materials	0	0	0	0
Train Raters	0	2	0	0
Data Collection	0	0	0	0
Data Analysis	0	0	0	0
Dissemination (manuscripts, etc.)	0	0	0	0

*Note: All figures represent FTE for the grant year.

DELIVERING/SENDING APPLICATIONS TO THE COMPETITION MANAGER

If you qualify for an exception to the electronic submission requirement, applications can be mailed or hand delivered, or submitted electronically but in either case must go to the Application Control Center at the address listed in the Application Transmittal Instructions. Delivering or sending the application to the competition manager in the program office may

prevent it from being logged in on time to the appropriate competition and may result in the application not being reviewed.

ALLOWED TRAVEL UNDER THESE PROJECTS

Travel is allowed if the travel specifically relates to the expressed goals of the project. Travel by students to further their education under the project's goals is also allowed. Travel to conferences is the travel item that is most likely to be questioned during negotiations. Such travel is sometimes allowed when it is for purposes of dissemination project information and findings, and when it is clear that a conference presentation or workshop is an effective way of reaching a particular target group.

FUNDING OF APPROVED APPLICATIONS

It is often the case that the number of applications recommended for approval by the reviewers exceeds the dollars available for funding projects under a particular competition. When the panel reviews are completed for a particular competition, the individual reviewer scores and applications are ranked. The higher ranked, approved applications are funded first, and there are often lower ranked, approved applications that do not receive funding. Sometimes, we place on hold one or two applications that are approved and fall next in rank order (after those projects selected for funding). If dollars become available as a result of negotiations, or if a higher ranked applicant declines the award, the projects on hold may receive funding. If you receive a letter stating that you will not receive funding, then your project has neither been selected for funding nor placed on hold.

INDIRECT COST RATE

For competitions under the **Personnel Development to Improve Services and Results for Children with Disabilities** (84.325) program, the indirect cost rate may not exceed eight percent of the direct costs. Some or all of the grants awarded under this program have been designated training grants. The Education Department General Administrative Regulations (EDGAR) limit reimbursement of indirect costs under training grants to non-governmental grantees (subject to 34 CFR part 74). These grantees may recover indirect costs under training grants up to the grantee's actual indirect costs as determined by the grantee's negotiated indirect cost agreement or a maximum of 8% of a modified total direct costs, whichever is less.

Note: This limitation does not apply to State agencies, local governments or Federally recognized Indian Tribal governments. [§75.562(c)(2)]

Grantees charging indirect costs to an ED training grant at the 8% rate should have a negotiated rate with their *cognizant agency*, i.e., either the Federal agency from which it has

received the most direct funding subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget or the State agency that provides the most subgrant funds to the grantee.

Although applicants are not required to submit with their application a copy of their indirect cost agreement to claim the 8% rate for funding received in this program, they are required to have documentation available for audit that shows that their negotiated indirect cost rate is at least 8%. [§75.563(d)]

Applicants should be aware that amounts representing the difference between the 8% rate and a greater indirect cost rate negotiated with a cognizant agency may **not** be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [§75.563(c)(3)]

Please remember, that recent changes in the indirect costs calculations now removes the cost for student support; traineeships, stipends, tuition, from the direct cost line item. Students' costs are not subject to indirect cost rates.

ISSUES RAISED DURING DISCUSSIONS PRIOR TO AWARD

If your application is recommended for funding, discussions may be held prior to award to clarify technical or budget issues. These are issues that have been identified during panel and staff review. Generally, technical issues are minor issues that require clarification. Alternative approaches may be presented for your consideration, or you may be asked to provide additional information or rationale for something you have proposed to do. Sometimes, concerns are stated as "conditions". These are concerns that have been identified as so critical that the award cannot be made unless those conditions are met. Questions are also raised about the proposed budget during the discussion phase. Generally, budget issues are raised because there is inadequate justification or explanation of the particular budget item, or because the budget item does not seem critical to the successful completion of the project. A Federal project officer will present the issues to you and ask you to respond. If you do not understand the question, you should ask for clarification. In responding to discussion items you should provide any additional information or clarification requested. You may feel that an issue was addressed in the application. It may not, however, have been explained in enough detail to make it understood by reviewers, and more information should be provided. If you are asked to make changes that you feel could seriously affect the project's success, you may provide reasons for not making the changes, or provide alternative suggestions. Similarly, if proposed budget reductions will, in your opinion, seriously affect the proposed activities, you may want to explain why and provide additional justification for the proposed expenses. Your changes, explanations and alternative suggestions will be carefully evaluated by staff. In some instances, an applicant may again be contacted for additional information. An award cannot be made until all issues have been resolved and conditions met.

TREATING A PRIORITY AS TWO SEPARATE COMPETITIONS.

In the past, there have been problems in finding peer reviewers without conflicts of interest where applications are made by many entities throughout the country. The Standing Panel requirements also place additional constraints on the availability of reviewers. Therefore, the Department has determined that, for some discretionary priorities, applications may be ranked and selected for funding in two or more groups, which will ensure the availability of a much larger group of reviewers without conflicts of interest. This procedure will increase the quality, independence and fairness of the review process and will permit panel members to review applications under discretionary priorities to which they have also submitted applications.

SUCCESSFUL APPLICATIONS AND ESTIMATED/PROJECTED BUDGET AMOUNTS IN SUBSEQUENT YEARS

There is a maximum award amount specified for the priority/competitions included in this package. **The Department will not make an award that exceeds the maximum award amount for any single budget period of 12 months for the priorities included in this package.** Please refer to the priority description to determine the maximum award for any one particular competition. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the project design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

REQUIREMENT TO REPORT THE RESULTS OF GRANT ACTIVITIES

The Department shall, where appropriate, require recipients of all grants, contracts and cooperative agreements under Part D of the *Individuals with Disabilities Education Act* to prepare reports describing their procedures, findings, and other relevant information. The Department shall require their delivery to the Department of Education and other networks as the Department may determine appropriate. (20 U.S.C. 1482)

DIFFERENCE BETWEEN A COOPERATIVE AGREEMENT AND A GRANT

A cooperative agreement is similar to a grant in that its principal purpose is to accomplish a public purpose of support or stimulation as authorized by a Federal statute. It differs from a grant in the sense that in a cooperative agreement substantial involvement is anticipated between the executive agency (in this case the Department of Education) and the recipient during the performance of project activities.

DIFFERENCE BETWEEN AN ABSOLUTE PRIORITY, AN INVITATIONAL PRIORITY, AND A COMPETITIVE PRIORITY

An absolute priority is a priority that an applicant must address in order to receive an award. If an applicant does not address an absolute priority, their application will be returned as being non-responsive to the priority.

An invitational priority is a priority that reflects a particular interest of the Department, and an applicant is encouraged to address the invitational priority along with the required absolute priority. However, an applicant choosing to address an invitational priority will not receive any competitive preference over other applications.

A competitive priority is like an invitational priority in that it reflects a particular interest of the Department, and an applicant is encouraged to address the competitive priority along with the required absolute priority. A competitive priority may be handled in one of two ways:

1. an application may be awarded additional points depending on how effectively it addresses the competitive priority; or
2. an application that meets a competitive priority may be selected over an application of comparable merit that does not address the competitive priority. The type of competitive priority for a particular competition is always included in the *Federal Register* announcement.

OBTAINING COPIES OF THE FEDERAL REGISTER, PROGRAM REGULATIONS AND FEDERAL STATUTES

Copies of these materials can usually be found at your local library. If not, they can be obtained by writing to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Telephone: 202-512-1800

Information about the Department's funding opportunities, including copies of application notices for discretionary grant competitions, can be viewed on the Department's grant information web page which can be accessed on the Internet at:

www.ed.gov/about/offices/list/ocfo/gcsindex.html.

However, the official application notice for a discretionary grant competition is the notice published in the *Federal Register*.

APPLICATION TRANSMITTAL INSTRUCTIONS AND REQUIREMENTS FOR INTERGOVERNMENTAL REVIEW

APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS:

Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. This program requires electronic submission of applications, and specific requirements and waiver instructions can be found in the Federal Register notice.

We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you 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.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements.

APPLICATIONS SUBMITTED ELECTRONICALLY

Applications for grants under this program must be submitted electronically using the Government-wide Grants.gov Apply site at <http://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** an electronic copy of a grant application to us.

Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system **no later than 11:59:59 p.m., Washington, D.C. time, on the application deadline date**. Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 11:59:59 p.m., Washington, D.C. time, on the application deadline date.

You should review and follow the Grants.gov Submission Procedures and Tips for Applicants for submitting an application through Grants.gov that are included in this application package to ensure that you submit your application in a timely manner to the Grants.gov system.

Please note the following:

- You must attach any narrative sections and all other attachments of your application as files in PDF or Microsoft Word. It is recommended that applicants submit all files in a read only, flattened PDF format.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

- 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 your file names be less than 50 characters. 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.
- Your electronic application should comply with any page-limit recommendations described in this application package.
- 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.

According to the instructions found in the Federal Register notice, only those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

SUBMISSION OF PAPER APPLICATIONS BY MAIL:

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, 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 **84.325H**)
LBJ Basement Level 1
400 Maryland Avenue, 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.

SUBMISSION OF PAPER APPLICATIONS BY HAND DELIVERY:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You 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 **84.325H**)
550 12th Street, SW
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, D.C. time, except on 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.

SUBMITTING APPLICATIONS WITH ADOBE READER SOFTWARE

The compatible version of Adobe Reader is available for viewing, editing and submitting a complete grant application package for the Department of Education through Grants.gov. Applicants should confirm the compatibility of their Adobe Reader version **before** downloading the application. To ensure applicants have a version of Adobe Reader on their computer that is compatible with Grants.gov, applicants are encouraged to use the test package provided by Grants.gov that can be accessed at <https://www.grants.gov/documents/19/18243/Adobe-Versioning-Test-Workspace-PDF-Form.pdf/fae9bae1-0f3d-f71e-377f-e3fc6e02e4e6>.

IMPORTANT ISSUES TO CONSIDER:

- If the applicant opened or edited the application package with any software other than the compatible version of Adobe Reader, the application package may contain errors that will be transferred to the new package even if you later download the compatible Adobe Reader version.
- Applicants **cannot** copy and paste data from a package initially opened or edited with an incompatible version of Adobe Reader and will need to download an **entirely new package** using the compatible version of Adobe Reader.
- Some applicants using an incompatible version of Adobe Reader **may have trouble** opening and viewing the application package while others may find they can open, view and complete the application package but **may not be able to submit** the application package through Grants.gov.
- Grants.gov **does not** guarantee to support versions of Adobe Reader that are not compatible with Grants.gov.
- Any and all edits made to the Adobe Reader application package **must** be made with the compatible version of Adobe Reader.

For your convenience, the latest version of Adobe Reader is available for free download at <https://get.adobe.com/reader/>.

We strongly recommend that you review the information on computer and operating system compatibility with Adobe available at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html> **before** downloading, completing or submitting your application.

Applicants are reminded that they should submit their application a day or two in advance of the closing date as detailed in the Federal Register Notice. 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.

APPENDIX

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for state and local government coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out 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 of those states under the Executive order. A listing containing the Single Point of Contact for each state is included in this appendix.

In states that have not established a process or chosen a program for review, state, areawide, 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, areawide, regional and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address:

The Secretary
EO 12372—CFDA 84.325H [commenter must insert number—including suffix letter,
if any]
U.S. Department of Education, Room 7W301
400 Maryland Avenue, SW
Washington, DC 20202

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, D.C. time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

STATE SINGLE POINTS OF CONTACT (SPOCs)

In 2018 the Federal Government outlayed approximately \$700 billion in grants to State and local governments. [Executive Order 12372](#), "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below by clicking on the State name.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in [Appendix IV of the Catalog of Federal Domestic Assistance](#).

***** SPOC List as of February 7, 2019 *****

STATE SINGLE POINTS OF CONTACT

ARIZONA**Matthew Hanson, GPC**

Statewide Grant Administrator
 ADOA, Office of Grants and
 Federal Resources
 100 N. 15th Avenue, 4th Floor
 Phoenix, AZ 85007

TEL: 602-542-7567

Email: Matthew.Hanson@azdoa.gov

ARKANSAS**Gwen Ervin-McLarty**

Program Manager
 Office of Intergovernmental Services
 Department of Finance and Administration
 1515 W. 7th Street, Room 412
 Little Rock, AR 72203

TEL: (501) 682-5252

FAX: (501) 682-5206

Email: Gwen.ervin-McLarty@dfa.arkansas.gov

CALIFORNIA

Grants Coordination
 State Clearinghouse
 Office of Planning and Research
 P.O. Box 3044, Room 222
 Sacramento, CA 95812-3044

TEL: (916) 445-0613

FAX: (916) 328-3018

Email: State.clearinghouse@opr.ca.gov

DELAWARE**Allison Kowalchick**

Budget Development, Planning and
 Administration
 Office of Management and Budget
 122 Martin Luther King Jr. Blvd, South
 Dover, DE 19901

TEL: (302) 672-5125

Email: Allison.Kowalchick@state.de.us

DISTRICT OF COLUMBIA**Pat Henry**

Office of Partnerships and Grant Services
 441 4th Street, NW (Judiciary Square)
 Suite 707 North
 Washington, DC 20001

TEL: (202) 727-8900

<http://opgs.dc.gov>

FLORIDA**Chris Stahl**

Florida State Clearinghouse
 Florida Dept. of Environmental Protection
 3800 Commonwealth Blvd.
 Mail Station 47
 Tallahassee, FL 32899-2400

TEL: (850) 717-9076

Email: Chris.Stahl@dep.state.fl.us

Submissions:

State.Clearinghouse@dep.state.fl.us

STATE SINGLE POINTS OF CONTACT

IOWA**Debra Scrowther**

Iowa Department of Management
State Capitol Building Room G12
1007 E. Grand Avenue
Des Moines, IA 50319

TEL: (515) 281-8834

FAX: (515) 281-7076

Email: Debra.Scrowther@iowa.gov

KENTUCKY**Lee Nalley**

The Governor's Office for Local Development
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601

TEL: (502) 573-2382 Ext. 274

FAX: (502) 573-1519

Email: Lee.Nalley@ky.gov

LOUISIANA**Terry Thomas**

Louisiana SPOC for EPA Grant
Office of Management and Finance
LA Department of Environmental Quality
P.O. Box 4303
Baton Rouge, LA 70821-4303

TEL: (225) 219-3840

FAX: (225) 219-3846

Email: Terry.Thomas@la.gov

MARYLAND**Jason Dubow**

Manager
Resource Conservation & Management
Maryland Department of Planning
301 West Preston Street, Room 1101
Baltimore, MD 21201-2305

TEL: (410) 767-4490

FAX: (410) 767-4480

Email: mdp.clearinghouse@maryland.gov

[http://planning.maryland.gov/Pages/OurWork/
GrantResources.aspx](http://planning.maryland.gov/Pages/OurWork/GrantResources.aspx)

MICHIGAN**Ed Hug**

Southeast Michigan Council of Governments
1001 Woodward, Suite 1400
Detroit, MI 48226

TEL: (313) 324-3335

FAX: (313) 961-4869

Email: hug@semcog.org

MISSOURI**Sara VanderFeltz**

Federal Assistance Clearinghouse
Office of Administration
Commissioner's Office
Capitol Building, Room 125
Jefferson City, MO 65102

TEL: (573) 751-0337

FAX: (573) 751-1212

Email: sara.vanderfeltz@oa.mo.gov

STATE SINGLE POINTS OF CONTACT

NEVADA

Office of Grant Procurement, Coordination and
Management

Single Point of Contact
406 E. 2nd Street, First Floor
Carson City, NV 89701

TEL: (775) 684-5676

FAX: (775) 684-0260

Email: grants@admin.nv.gov

NEW HAMPSHIRE**Wendy Gilman**

New Hampshire Office of Energy and Planning
Attn: Intergovernmental Review Process
107 Pleasant Street, Johnson Hall
Concord, NH 03301

TEL: (603) 271-0596

Email: Wendy.Gilman@osi.nh.gov

NORTH DAKOTA**Rikki Roehrich**

Program Specialist
ND Department of Commerce
1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057

TEL: (701) 328-2687

FAX: (701) 328-2308

Email: rroehrich@state.nd.us

RHODE ISLAND**Benny Bergantino**

Division of Planning
RI Department of Administration, Third Floor
One Capitol Hill
Providence, RI 02908-5870

TEL: (401) 222-1755

FAX: (401) 222-2083

Email: benny.bergantino@doa.ri.gov

SOUTH CAROLINA**Bonny L. Anderson**

Grants Services Coordinator
Executive Budget Office
1205 Pendleton Street
Edgar A. Brown Building, Suite 529
Columbia, SC 29201

TEL: (803) 734-0435

FAX: (803) 734-0645

Email: Bonny.Anderson@admin.sc.gov

UTAH**Ken Matthews**

Utah State Clearinghouse
Governor's Office of Planning and Budget
Utah State Capitol Complex
Suite E210, PO Box 142210
Salt Lake City, UT 84114-2210

TEL: (801) 538-1149

FAX: (801) 538-1547

Email: stategrants@utah.gov

STATE SINGLE POINTS OF CONTACT**WEST VIRGINIA****Susan K. Foster**

Grant Management Specialist
West Virginia Development Office
Building 3, Suite 700
Capitol Complex
Charleston, WV 25305

TEL: (304) 957-2032

Email: Susan.K.Foster@wv.gov

AMERICAN SAMOA**Jerome Ierome**

Administrator, Office of Grants Oversight and
Accountability
Coordinator, ASG High Risk Task Force
Office of the Governor
American Samoa Government (ASG)
A.P. Lutali Executive Office Building
American Samoa, 96799

TEL: (684) 633-4116

FAX: (684) 633-2269

Email: jerome.ierome@go.as.gov

GUAM**Kate G. Baltazar**

Administrator
Guam State Clearinghouse
Office of I Segundo na Maga'lahren Guåhan
Office of the Governor
P.O. Box 2950
Hågatña, Guam 96932

TEL: (671) 475-9384

FAX: (671) 472-2288

Email: Kate.Baltazar@guam.gov

NORTH MARIANA ISLANDS**Mr. Antonio S. Muna**

Special Assistant for Management
Office of Management and Budget
Office of the Governor
Saipan, MP 96950

TEL: (670) 664-2289

FAX: (670) 328-2272

Email: macaranas@yahoo.com

STATE SINGLE POINTS OF CONTACT	
<p>PUERTO RICO</p> <p>Jose I. Marrero Rosado Puerto Rico Planning Board Federal Proposals Review Office P.O. Box 9023228 San Juan, Puerto Rico 00940-3228 TEL: (787) 725-9420 FAX: (787) 725-7066 Email: Jmarrero@ogp.pr.gov CC: Alexandria.ortiz@ogp.pr.gov</p>	<p>VIRGIN ISLANDS</p> <p>Julio Rhymer Acting Director Office of Management and Budget No. 5041 Norre Gade Emancipation Garden Station, 2nd Floor Saint Thomas, Virgin Islands 00802 TEL: (340) 774-0750 Email: Julio.Rhymer@omb.vi.gov</p>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. Email messages can be sent to Hai_Tran@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
 Office of Management and Budget
 New Executive Office Building, Suite 6025
 725 17th Street, NW
 Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB email or postal address shown above. The best source for this information is the *Catalog of Federal Domestic Assistance* or CFDA (www.cfda.gov) and the Grants.gov Web site (www.grants.gov).

**NOTICE TO ALL APPLICANTS
ENSURING EQUITABLE ACCESS AND
APPLICATION FORMS AND INSTRUCTIONS**

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about the following provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

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 provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers 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.

Section 427 is not intended to duplicate the requirements of civil rights statutes, 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 it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may 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 audio tape 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 intends to conduct "outreach" efforts to girls, to encourage their enrollment.
- (4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

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 BURDEN STATEMENT FOR GEPA REQUIREMENTS

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. Public reporting burden for this collection of information is estimated to average 1.5 hours 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. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0005.

OMB Control No. 1894-0005 (Exp. 04/30/2020)

APPLICATION FORMS AND INSTRUCTIONS FOR GRANTS.GOV APPLICATIONS

The electronic application on Grants.gov consists of multiple mandatory forms that must be completed as well as narrative attachment forms that should be used to upload any file attachments. While there are no file size restrictions, we strongly discourage submission of very large documents. Follow the guidance provided on Grants.gov as well as the Submission Tips document located in this application instruction document for specific information on file sizes, file naming requirements, etc. NOTE: As stated in the application notice, you must upload any narrative sections and all other attachments to your application as files in either PDF or Microsoft Word. It is recommended that applicants submit all files in a read only, flattened PDF format.

Listed below are all forms that must be completed and instructions on where to upload narratives for the application.

General Forms:

- Application for Federal Assistance (SF-424)
- Department of Education Budget Information for Non-Construction Programs (ED-524)
- Department of Education Supplemental for SF-424

Note: Instructions for all of the standard forms (SF-424, 524, and 424 Supplemental, etc.), will follow the forms included elsewhere in the application package.

Assurances and Certifications:

- Assurances for Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Grants.gov Lobbying Form (Formerly ED Form 80-0013)
- ED GEPA427 Form

Abstract:

- ED Abstract Form (Upload and attach your abstract as a PDF or Microsoft Word document (a read only, flattened PDF format is recommended). **For the application Abstract, applicants should use the template located at:**

<https://www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html>.

Narrative Attachment Forms:

- Project Narrative Attachment Form* (Upload and attach to Mandatory Project Narrative File). Submit only one .PDF or Microsoft Word document (a read only, flattened PDF format is recommended) to the Mandatory Project Narrative File in the following order:

- Table of Contents
- List of Priority Requirements and corresponding page number(s) where requirements are addressed within the application (if applicable)
- Project Narrative (required)

Other Narrative Attachments (Upload and attach to Optional Project Narrative File).

Upload the attachments as PDF or Microsoft Word documents (a read only, flattened PDF format is recommended) in the order they should appear in the application.

Suggested order...

- Reference List
- Appendix A (See Dear Applicant letter for description)
- Appendix B (Syllabi)
- Resumes/Vitae
- Letters
- Supplementary Information
- Other Appendices

***NOTE:** The Project Narrative Attachment Form should include the narrative (text) that addresses each of the selection criteria, listed elsewhere in this document. The selection criteria will be used to evaluate applications submitted for this competition. The narrative has recommended formatting and page limits (check the Page Limits section of this document for formatting and page limit recommendations for the competition to which you are applying). The table of contents and list of priority requirements, if applicable, do not count toward the recommended narrative page limit.

NOTE: The Federal Funding Opportunity Number for this program is
ED-GRANTS-061219-001

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424) in Part I. Although this form accepts attachments, that option **should not be used**.

PART I: APPLICATION FOR FEDERAL ASSISTANCE (SF-424)

OMB Number: 4040-0004

Expiration Date: 12/31/2019

APPLICATION FOR FEDERAL ASSISTANCE—SF-424

*1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application *If Revision, select appropriate letter(s): _____ <input type="checkbox"/> New <input type="checkbox"/> Continuation *Other (Specify): _____ <input type="checkbox"/> Revision	
*3. Date Received: _____ <small>Completed by Grants.gov upon submission</small>		4. Applicant Identifier: _____
5a. Federal Entity Identifier: _____		*5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: _____		7. State Application Identifier: _____
8. APPLICANT INFORMATION:		
*a. Legal Name: _____		
*b. Employer/Taxpayer Identification Number (EIN/TIN): _____		*c. Organizational DUNS: _____
d. Address: *Street 1: _____ Street 2: _____ *City: _____ County/Parish: _____ *State: _____ Province: _____ *Country: _____ *Zip / Postal Code: _____		
e. Organizational Unit: Department Name: _____ Division Name: _____		
f. Name and contact information of person to be contacted on matters involving this application: Prefix: _____ *First Name: _____ Middle Name: _____ *Last Name: _____ Suffix: _____ Title: _____ Organizational Affiliation: _____ *Telephone Number: _____ Fax Number: _____ *Email: _____		

APPLICATION FOR FEDERAL ASSISTANCE—SF-424

9. Type of Applicant 1: Select Applicant Type: _____

Type of Applicant 2: Select Applicant Type: _____

Type of Applicant 3: Select Applicant Type: _____

*Other (Specify): _____

10 Name of Federal Agency: _____*11. Catalog of Federal Domestic Assistance Number: _____**

CFDA Title: _____

***12 Funding Opportunity Number: _____**

*Title: _____

13. Competition Identification Number: *Not applicable to this competition

Title: *Not applicable to this competition _____

14. Areas Affected by Project (Cities, Counties, States, etc.):***15. Descriptive Title of Applicant's Project: _____**

Attach supporting documents as specified in agency instructions.

16. Congressional Districts Of:

*a. Applicant: _____

*b. Program/Project: _____

17. Proposed Project:

*a. Start Date: _____

*b. End Date: _____

18. Estimated Funding (\$):

*a. Federal: _____

*b. Applicant: _____

*c. State: _____

*d. Local: _____

*e. Other: _____

*f. Program Income: _____

*g. TOTAL: _____

19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 1237220. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**☐ Yes ☐ No

If "Yes", provide explanation and attach.

21. *By signing this application, I certify:

(1) To the statements contained in the list of certifications** and

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

☐ I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

APPLICATION FOR FEDERAL ASSISTANCE—SF-424

Authorized Representative:

Prefix: _____
 *First Name: _____
 Middle Name: _____
 *Last Name: _____
 Suffix: _____

*Title: _____

*Telephone Number: _____

Fax Number: _____

*Email: _____

*Signature of Authorized Representative:
 Completed by Grants.gov upon submission

*Date Signed:
 Completed by Grants.gov upon submission

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications 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 fields on the form are identified with an asterisk (*) and are also specified as “Required” in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

<p>1. Type of Submission: (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> ▶ Pre-application ▶ Application ▶ Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. 	<p>10. Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.</p> <hr/> <p>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.</p>
<p>2. Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • 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. 	<p>12. Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.</p> <hr/> <p>13. Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>

<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	14. Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment 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 pre-applications, attach a summary description of the project.
4. Applicant Identifier: Enter the entity identifier assigned buy the Federal agency, if any, or the 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: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 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. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b. Federal Award Identifier: For new applications, enter NA. 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:	17. Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.

<p>a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.</p> <p>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.</p> <p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.</p> <p>d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.</p>	<p>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.</p> <hr/> <p>19. Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) 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</p> <hr/> <p>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 federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.</p>
<p>9. Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p>	<p>21.</p>

- | | |
|----------------------------|----------------------------|
| A. State Government | M. Nonprofit |
| B. County Government | N. Private Institution of |
| C. City or Township | Higher Education |
| Government | O. Individual |
| D. Special District | P. For-Profit Organization |
| Government | (Other than Small |
| E. Regional Organization | Business) |
| F. U.S. Territory or | Q. Small Business |
| Possession | R. Hispanic-serving |
| G. Independent School | Institution |
| District | S. Historically Black |
| H. Public/State Controlled | Colleges and |
| Institution of Higher | Universities (HBCUs) |
| Education | T. Tribally Controlled |
| I. Indian/Native American | Colleges and |
| Tribal Government | Universities (TCCUs) |
| (Federally Recognized) | U. Alaska Native and |
| J. Indian/Native American | Native Hawaiian |
| Tribal Government | Serving Institutions |
| (Other than Federally | V. Non-US Entity |
| Recognized) | W. Other (specify) |
| K. Indian/Native American | |
| Tribally Designated | |
| Organization | |
| L. Public/Indian Housing | |
| Authority | |

Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. 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.)

SUPPLEMENTAL INFORMATION REQUIRED FOR THE DEPARTMENT OF EDUCATION

1. Project Director:

Name: _____

Prefix: _____

*First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

Address

*Street1: _____

Street2: _____

*City: _____

County: _____

*State: _____

*Zip Code: _____

*Country: _____

*Phone Number (give area code): _____

Fax Number (give area code): _____

Email Address: _____

2. Applicant Experience:Novice Applicant?: Yes ☐ No ☐ Not applicable to this program ☐

3. Human Subjects Research:

Are any research activities involving human subjects planned at any time during the proposed project Period? Yes ☐ No ☐

Are ALL the research activities proposed designated to be exempt from the regulations? Yes ☐ No ☐ Provide Exemption(s) #: _____ Provide Assurance #, if available: _____

Please attach an explanation narrative: _____

**INSTRUCTIONS FOR DEPARTMENT OF EDUCATION
SUPPLEMENTAL INFORMATION FOR SF 424**

1. Project Director.

Name, address, telephone and fax numbers, and email 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 Form 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 Form 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, DC 20202-4700

If you have comments or concerns regarding the status of your individual submission of this form write directly to:

Application Control Center
U.S. Department of Education
550 12th St. SW, Room PCP 7076
Washington, DC 20202-4260

DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 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:

Grants Policy and Oversight Staff
Office of the Chief Financial Officer
U.S. Department of Education
Washington, DC 20202-4250

Telephone: 202-245-6120

and on the U.S. Department of Education's
Protection of Human Subjects in Research
Web Site:

[www.ed.gov/about/offices/list/ocfo/human
sub.html](http://www.ed.gov/about/offices/list/ocfo/human
sub.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).

PART II: BUDGET INFORMATION (FORM 524)
**U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS**

 OMB Control Number: 1894-0008
 Expiration Date: 08-31-2020

Name of Institution/Organization:

 Applicants requesting funding for only one year should complete the column under "Project Year 1."
 Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A—BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Stipends						
12. Total Costs (lines 9-11)						

***Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

- (1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? ____ Yes ____ No
- (2) If yes, please provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)
 Approving Federal agency: ____ ED ____ Other (please specify): ____ The Indirect Cost Rate is ____ %
- (3) For Restricted Rate Programs (check one) — Are you using a restricted indirect cost rate that:
 ____ Is included in your approved Indirect Cost Rate Agreement? or ____ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is ____ %
- (4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? ____ Yes ____ No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.
- (5) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 ____ Is included in your approved Indirect Cost Rate Agreement? Or ____ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is ____ %.

Name of Institution/Organization:		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.				
SECTION B—BUDGET SUMMARY NON-FEDERAL FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (Lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (Lines 9-11)						
SECTION C—BUDGET NARRATIVE (see instructions)						
ED 524						

INSTRUCTIONS FOR 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. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED's website at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>. You may access requirements from 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions at: <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

You must 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.

Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

(1) If you checked "no," ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

- (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 cost-sharing or 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. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at:

<http://www.whitehouse.gov/omb/circulars/index.html>

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. 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 Web site at:

www.ed.gov/fund/grant/apply/appforms/appforms.html.

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 **1894-0008**. 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, DC 20202-4651

If you have comments or concerns regarding the status of your individual submission of this form, write directly to:

Office of Special Education Programs
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202

PART III: APPLICATION NARRATIVE

This narrative section of the application requires applicants to address the selection criteria that will be used by reviewers in evaluating individual applications. Please refer to the “Selection Criteria and Format” sections in this package for the competition to which you wish to submit an application.

Also, all of the competitions covered by this package have page limitations for the application narrative. Please refer to the “Page Limits” information for the competition to which you wish to submit an application.

PART IV: ASSURANCES AND CERTIFICATIONS

ASSURANCES—NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 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 (0348-0040), 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.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

- | | |
|--|--|
| 1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application. | 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. |
| 2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. | 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). |
| 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. | 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as |

- amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
 8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 325-333), regarding labor standards for federally assisted construction subagreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following:
 - (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research,

development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead- based paint in

construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

APPLICANT ORGANIZATION

DATE SUBMITTED

OMB Approval No. 0348-0040

Standard Form 424B (Rev. 7-97) Back

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

APPLICANT'S ORGANIZATION

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

OMB Number: 4040-0013

Expiration Date: 02/28/2022

1. * Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. * Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. * Report Type: a. initial filing b. material change
4. Name and Address of Reporting Entity: <div style="text-align: right;">Zip</div> Prime SubAwardee * Name * Street 1 Street 2 * City State Congressional District, if known:		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency:	7. * Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: <div style="text-align: right;">Zip</div> Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State		
b. Individual Performing Services (including address if different from No. 10a) <div style="text-align: right;">Zip</div> Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: *Name: Prefix * First Name Middle Name <div style="text-align: center;">* Last Name Suffix</div> Title: Telephone No.: Date:		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

PART V: ADDITIONAL INFORMATION

DUNS NUMBER INSTRUCTIONS

D-U-N-S No.

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

www.dnb.com/duns-number.html

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 assure 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.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center

202-245-6288

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page: www.ed.gov

Grants.gov: www.Grants.gov