FY 2020

U.S. Department of Education Office of Elementary and Secondary Education Washington, DC 20202-5900

APPLICATION INSTRUCTIONS FOR GRANTS UNDER THE TEACHER AND SCHOOL LEADER INCENTIVE PROGRAM

Closing Date: June 2, 2020

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Dear Applicant:

Thank you for your interest in the Teacher and School Leader Incentive Program (TSL)! We know that teachers are the single most important factors in improving student learning and achievement. The TSL program provides funding for projects that implement and enhance human capital management systems (HCMSs) that are local educational agency (LEA)-wide, or that include performance-based teacher and/or principal compensation systems (PBCSs) especially for educators working in high-need schools. Among other factors, an HCMS under TSL must include evaluation and support systems that reflect clear and fair measures of performance and take into account gains in student academic achievement. LEAs, State educational agencies (SEAs) or other State agencies designated by the Governor to participate, the Bureau of Indian Education, and partnerships of one or more of those entities and at least one nonprofit or for-profit entity are eligible to apply for TSL funding.

In the FY TSL 2020 competition, we are especially interested in supporting two key areas that we have established as Competitive Preference Priorities. The first is spurring investment in qualified opportunity zones and the second seeks to encourage applications from new potential grantees. Applicants may earn additional points for addressing one or both of these competitive preference priorities.

These application instructions contain more detailed information about the TSL program and requirements for this competition, including a link to the full version of the Notice Inviting Applications (NIA) published in the *Federal Register* on Friday, April 3, 2020, ED required forms, optional but desired program checklists, and important instructions on how to submit an application using Grants.gov. We strongly encourage you to read these instructions carefully. The Department of Education (Department) and Congress have high expectations for TSL grantees. Therefore, we ask applicants to view this program competition not as an opportunity to obtain additional funds, but as an opportunity to improve student learning as you implement systemic change through HCMSs and performance-based compensation for educators in your schools.

Again, thank you for your interest in the TSL program and for your commitment to improving the quality of teaching and learning in schools across this country.

Sincerely,

Venitia Richardson

Venitia Richardson
Division Director, Effective Educators Development
Office of Elementary and Secondary Education
U. S. Department of Education

READY to APPLY?

Before you begin preparing your FY 2020 TSL application, please make sure that you can answer YES to the following questions:

- Have you downloaded and reviewed the FY 2020 TSL NIA from the *Federal Register*?
- Have you downloaded and reviewed the FY 2020 TSL Application Package documents and forms?
- Have you downloaded the TSL program statute?
- Have you downloaded and reviewed the TSL FAQ document? (Please note that the TSL FAQs have not yet been released and will be made available shortly at https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-and-school-leader-incentive-program/applicant-info-eligibility/
- Have you reviewed the instructions for electronic submission of your application in the NIA, the *Common Instructions for Applicants to Department of Education Discretionary Grant Programs* (Common Instructions), and Section III of the Application Package well before the application due date?
- Have you allocated sufficient time for necessary steps, such as obtaining a DUNS number and registering on the System for Award Management (SAM). Please note that these registration processes could take weeks and trying to submit your application immediately prior to the deadline may not work. Many people may be attempting to submit applications through grants.gov and it is possible that yours may not be processed in time. If this happens a second past the application deadline, and you have not been granted an extension according to the Common Instructions, your application will not be accepted.

If you answered **"YES"** to each of the above questions, you're ready to begin working on your application.

Best Wishes from the TSL Team!

I. Program Background Information

Program Overview

Program Office: Office of Elementary and Secondary Education (OESE)
Grant Name: Teacher and School Leader Incentive Program (TSL)
CFDA Number: 84.374A
Grant Type: Discretionary/Competitive Grant

Program Purpose: Authorized in sections 2211 – 2213 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), TSL supports efforts of local educational agencies (LEAs) and States to focus on use and improvements in human capital management systems (HCMSs) and sustainable performance-based compensation systems (PBCSs), especially in high-need schools, to increase the effectiveness of teachers, principals, and other school leaders and thereby increase student achievement. Under TSL, key HCMS decisions, including those that affect educator's opportunities to receive performance-based compensation, are informed by the results of the LEA's educator evaluation and support system.

Eligible Applicants: Eligible entities that may apply for a FY 2020 TSL grant are:

(a) An LEA, including a charter school that is an LEA, or a consortium of LEAs;
(b) A SEA or other State agency designated by the Chief Executive of a State to participate;
(c) The Bureau of Indian Education; or
(d) A partnership consisting of—
   (i) One or more agencies described in subparagraph (a), (b), or (c); and
   (ii) At least one nonprofit or for-profit entity.

Program Elements Summary: This competition has two absolute priorities, two competitive preference priorities, and several application requirements, as described in the NIA and included below. They are:

- Absolute Priorities:
  - Absolute Priority 1: Human Capital Management System or Performance-Based Compensation Systems
  - Absolute Priority 2: High-Need Schools

- Competitive Preference Priorities:
  - Competitive Preference Priority 1: Spurring Investment in Qualified Opportunity Zones
  - Competitive Preference Priority 2: Applications from New Potential Grantees

The Absolute Priorities, and Application Requirements are addressed in in the NIA.

Project Period: Under this competition, applicants may apply for a three-year grant. Under the TSL statute, at the end of the three-year grant period, the Secretary may renew an award for a period of up to two additional years if the grantee demonstrates that it is effectively using its funds. This renewal may include allowing the grantee to scale up or replicate its successful program. In order to help the Department with its budgetary planning, Section IV of this application package contains instructions for applicants to submit budgets and budget narratives now for a period of up to three years.

More information on the process of funding projects in Years 4 and 5 will be provided when it is available.

II. Basic Application Information

Important Dates

Event	Date
Teacher and School Leader Incentive Program (84.374A) Application available	**April 3, 2020, 2020**
Pre-Application Information Webinars for potential applicants	**April 27, 2020 at 2p.m.-3:30p.m. EDT** You may register for the webinar by using the following link:https://events-na12.adobeconnect.com/content/connect/c1/1275875668/en/events/event/shared/default_template_simple/event_registration.html?connect-session=na12breezcn9z28o7env2wqkb&sco-id=2751759149&_charset_=utf-8.
Intent to Apply Email to TSL@ed.gov	**May 4, 2020**
Deadline for transmitting applications:	**June 2, 2020, 11:59:59 pm Washington, DC time**
Estimated Award Announcement:	**Before September 30, 2020**

FY 2020 TSL Notice Inviting Applications

The full text of the NIA for the FY 2020 TSL grant competition can be found in the Federal Register Web site at:

- https://www.federalregister.gov/d/2020-07026
- For convenience, the Federal Register Notice and NIA are published on the U.S. Department of Education's TSL program website.

All TSL applications must be received on or before **11:59:59 pm Washington, DC time,** on **June 2, 2020.** Please note that U.S. Department of Education grant application deadline is **11:59:59**

pm Washington, DC time. 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 pm Washington, DC time**, on June 2, 2020, the application deadline date. Late applications, without an exception granted according to the Common Instructions, <u>will not be accepted</u>. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

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 https://www.federalregister.gov/d/2019-02206, which contain requirements and information on how to submit an application.

Notification of Intent to Apply

The Department will be able to review grant applications more efficiently if we know the approximate number of applicants who intend to apply. Therefore, we strongly encourage, but do not require, each potential applicant to notify us of the applicant's intent to submit an application. To do so, please email TSL@ed.gov with the subject line "Intent to Apply," and include the applicant's name and contact person's name and email address by **May 4, 2020.** Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.

FY 2020 TSL Grant Competition Design Elements

Priorities and Requirements:
The FY 2020 TSL competition includes two absolute priorities. Applicants are required to apply for both Absolute Priority 1 and Absolute Priority 2. Clear headings should be provided to indicate an applicant's response to the absolute priorities under which they are submitting their proposal and to the competitive preference priorities under which they are submitting their proposal, as applicable.

To read a list of Absolute Priorities and Competitive Preference/Invitational Priorities for this grant competition, please reference the Notice Inviting Applications (NIA) for this competition on the Federal Register.

III. Application Submission Procedures

Submission Procedures

GRANTS.GOV SUBMISSION PROCEDURES & TIPS for APPLICANTS

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.

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-faqs.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 the application 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 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 has prepared a SAM.gov Tip Sheet: http://www2.ed.gov/fund/grant/apply/sam-faqs.html.

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the application deadline to submit your application. Grants.gov will put a date/time stamp on your application and then process it only 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. Washington, D.C. 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. Washington, DC Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department 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. Washington, DC 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 bout 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 <u>required</u>, you must submit an electronic application before 11:59:59 p.m. Washington, DC Time, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement <u>and</u> 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 <u>optional</u> 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 visit 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 at: http://www.grants.gov/web/grants/applicants/applicant-faqs.html. Additional information is available 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.

Grants.gov System Maintenance

Please be reminded that the Grants.gov system will not be available for use during the times listed below.

Date	Scope	Details
April 18-20, 2020	Server Maintenance	**Scheduled Maintenance Outage:** Production System will go **Offline** Saturday April 18, 2020 at 12:01 AM ET. Production System will go **Online** Monday April 20, 2020 at 6:00 AM ET.

D-U-N-S Number Instructions

All applicants must have a D-U-N-S number in order to apply for Federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS number before contacting Dun & Bradstreet to obtain a D-U-N-S number.

Please provide the applicant's DUNS number. You can obtain your DUNS 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: http://www.dnb.com/US/duns_update/index.html.

The DUNS 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 DUNS 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 DUNS number has been entered correctly. Dun & Bradstreet, a global information services provider, has assigned DUNS numbers to over 43 million companies worldwide. For live help Monday-Friday 9am-6pm (EST), dial 1-888-814-1435.

NOTE: Electronic submission via Grants.gov must use the DUNS number your organization used when it registered in the Central Contractor Registry.

Application Tips
I.   **Register or maintain registration on SAM.gov.** The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to update in the system.

II. **Register early on Grants.gov.** The registration process may take up to two weeks to complete. For additional information on the registration and submission process please review the resources available on the Grants.gov Website.

III. **Verify that the person assigned to submit the application has been designated as an Authorized Organization Representative (AOR)**. You must be "active" in order to submit an application on behalf of the organization.

IV. **Carefully review the FY 2020 NIA for eligibility requirements.** Be sure to address both of the absolute priorities in your application.

V.   **Review the submission for clarity.** Applications will be read by multiple peer reviewers; therefore, it is important to ensure that the application can be understood by someone who is unfamiliar with your project.

VI. **Submit early on Grants.gov.** Applications must be finished uploading, and be validated by the Grants.gov system, by **11:59:59 pm Washington, DC time on June 2, 2020.** Validation indicates if the submission was successful and may take up to two days. If the submitted application is deemed invalid due to an error, applicants may correct the error and resubmit only if the **11:59:59 p.m. Washington, D.C. time** deadline has not passed. Applicants are encouraged to review the submission to be sure that the files transmitted correctly. Grants.gov may not catch all errors. Late submissions or modifications to the submitted application will not be accepted after the deadline.

VII. Each application will be reviewed under the competition for which it was submitted in the Grants.gov system, and only applications that are successfully submitted by the established closing date will be reviewed.

NOTE: Applicants will receive multiple emails to confirm submission in Grants.gov, validation, and transmission to the Department. Once the application is transmitted to the Department, applicants will receive a final email with a unique identifier called a PR Award Number. Use this number when making inquiries about the submitted application. Please review the email carefully to ensure that you submitted the application under the intended competition.

IV. Application Instructions

All applicants interested in completing a TSL application should first thoroughly review the FY 2020 NIA. The NIA will orient applicants to the TSL program by providing the following information:

- Background information and purpose of the program;
- Eligibility requirements;
- Absolute Priorities;
- Competitive Preference Priorities (optional);
- Programmatic and application requirements;
- Selection Criteria and assigned points;
- Definition of terms used in the NIA;
- Procedural and substantive requirements of the application process; and
- Instructions on how to electronically submit the application.

Completing and Submitting Your Application

A complete application consists of the following components:

Required Forms:
- ED Standard Forms; and
- Assurances and Certifications

Application Narrative:
The TSL application will use the following Grants.gov Narrative Forms:
- ED Abstract Narrative Form;

- The <u>ED Abstract Narrative Form</u> is where you will attach your one-page project abstract. Specific instructions for how to compose the abstract narrative are included later in this section.

- Project Narrative Form;
  - The <u>Project Narrative Form</u> is where you will attach a detailed description of how your proposed project meets the Absolute Priorities, one or both of the Competitive Preference Priorities, and the statutory application requirements. This section is where you discuss the proposed project in a way that best responds to the Selection Criteria. Applicants should include a Table of Contents. Specific instructions for how to compose the project narrative are included later in this section. **Eligible applicants are strongly encouraged, but not required, to limit the project narrative to 40 pages.** The Table of Contents does not count towards this desired limit.

- Budget Narrative Form; and
  - The <u>Budget Narrative Form</u> is where you will provide a line item budget **(ED 524)** and a budget narrative for the proposed TSL project and matching funds. While the budget narrative should project costs of all partners and any other entities who will work on the project, only one combined budget representing the total of all costs of the proposed project should be provided. This budget should reflect a 3-year proposed project period. Specific instructions for how to compose the budget narrative are included later in this section.

- Other Attachments Form (upload appendices here)
  - The <u>Other Attachments Form</u> is where you will attach the application appendices. Specific Appendix instructions are included later in this section.

NOTE: If you have multiple documents to be attached to one of the above narrative sections (except for Other Attachments), we recommend that you merge them into one .PDF file and upload them to the appropriate narrative.

A. Required Forms

Standard Forms Instructions

Applicants must submit along with their project narratives the required standard forms, assurances, and certifications included in the list below.

• Application for Federal Assistance (SF 424);

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only materials/files attached to the section labeled "Other Attachments Form."

• Department of Education Supplemental Information for SF 424;

• Department of Education Budget Summary Form (ED 524) Sections A & B;

• Disclosure of Lobbying Activities (SF-LLL);

• General Education Provisions Act (GEPA) Requirements - Section 427;

• Assurances, Non-Construction Programs (SF 424B); and

• Grants.gov Lobbying form (formerly ED 80-0013 form).

Electronic copies and instructions for the required forms can be found in the Grants.gov submission package.

B. Application Narrative Instructions

ED Abstract Narrative

Eligible applicants must submit a one-page abstract. The one-page abstract, limited to 2000 characters, should be attached to the ED Abstract Narrative Form, and include the following items:

- The name and eligibility classification of each applicant:
- Provide a list of the names of all participating LEAs, State agencies (including the Bureau of Indian Education if it is an applicant), or nonprofit or for-profit organizations or entities in the application; and
- Indicate if the application is from a single eligible applicant or a partnership and identify the applicant's eligibility classification (e.g., an LEA).
- The total number of schools impacted by the project in the participating LEA(s);
- The total number of schools, both high-need and not-high-need, in which educators would be served by the proposed TSL-funded PBCS;
- A summary statement of the project objectives and activities; and
- An identification of the Competitive Preference Priorities for which the applicant is applying.

Project Narrative

The Project Narrative should describe the project that an applicant would carry out as well as other required elements if its application is funded. It also should include the eligible applicant's response to the Selection Criteria (provided in the last portion of this Section IV.B) since the application will be evaluated and scored against these criteria. The NIA identifies the maximum possible score for each criterion. The Project Narrative should, as a general matter, follow the order of the Selection Criteria. It should contain clear headings to help the Department staff and peer reviewers match the narrative with the Selection Criteria. Finally, the Project Narrative also may include the eligible applicant's response, if any, to one or both of the Competitive Preference Priorities.

It is also important that applicants here clearly address (a) Absolute Priority 1 and Absolute Priority 2, (b) the statutory application requirements, and (c) either or both of the Competitive Preference Priorities for which they wish to apply. The budgetary information associated with the match – and any other non-Federal resources offered to support the project -- should be included in the Budget of Non-Federal funds (Section B of ED Form 524) and the Budget Narrative. Other relevant information about the match may be included in the Project Narrative. Depending on the priority, an applicant may be able to address a priority fully within the context of its selection criteria discussion. In other cases, an applicant may wish to address a priority outside of the selection criteria discussion.

This section, along with the Table of Contents, should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov, and should be organized in the manner described below in order to expedite the review process. Ensure that you only attach the U.S. Department of Education approved file types detailed in the Common Instructions. Also, do not upload any password-protected files to your application. 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.

Table of Contents

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double spaced page.

Page Guidelines

We encourage, but do not require, applicants to limit this section of the application to the equivalent of no more than **40** pages and adhere to the following guidelines:
- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the

application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Calibri, Courier, or Arial.

NOTE: The recommended page limit does not apply to the cover sheet; the budget section, including the Budget Narrative justification; the assurances and certifications; the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to the entire "Project Narrative" section except for the Table of Contents.

Identifying Contractors or Vendors in the Project Application

In August 2013, the Department issued §75.135 of the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.135). This regulation permits applicants for TSL and other Department competitive grants, under certain conditions, to identify in their project applications those entities with which they would contract for data collection, data analysis, evaluation services, or essential services, where these activities are required by the program – without the need to follow otherwise applicable Federal procurement requirements. If applicant proposes to select a contractor before receiving a TSL award, please see 34 CFR 75.135(a) - (c) (section 75.135(a) - (c) of EDGAR) on how the requirements for competitive procurements that normally apply may be avoided by naming the contractors in the application.

FY 2020 TSL Application Grant Selection Criteria

To read a list of Selection Criteria for this grant competition, please reference the Notice Inviting Applications (NIA) for this competition on the Federal Register.

C. Budget Narratives

*This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov.). Also, do not upload any password-protected files to your application. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.*

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of the each recommended project to ensure that costs relate to the activities and objectives of the project, are **reasonable, allowable and allocable**. The budget should only include costs that are allowable, reasonable and necessary for carrying out the objectives of the TSL project. Rules about allowable costs are set out in 2 C.F.R. Part 200, *Uniform Administrative Requirements,*

Cost Principles, And Audit Requirements for Federal Awards (Uniform Guidance), in Subpart E—
Cost Principles.. During the Department's budget review that occurs as a part of the grant
selection process, we may delete or reduce costs from the budget that are not reasonable,
necessary, and allocable to the program, or are otherwise unallowable.The budget narratives in
each application should be consistent with the content of Sections A and B of ED 524 Form and
provide **sufficient detail** about the use of TSL and non-Federal matching funds to:

o   Give an **itemized budget breakdown** for each year of the proposed project (up to 60
    months);
o   Provide the **basis for estimating the costs** of personnel salaries, benefits, project staff
    travel, materials and supplies, consultants and subcontracts, indirect costs and any other
    projected expenditures;
o   Clarify the **relationship** between the requested funds and project activities and outcomes;
o   Describe the total **amount that will be expended** as shown in the ED 524 Form;
o   Enable reviewers and project staff to understand how the requested funds identified **in the
    ED 524 Form** will be used.

Budget Narrative Guidelines

Remember that you must provide all requested budget information for each year of the project
(up to 36 months) and the total amount identified in Sections A and B of the ED 524 Form in
order to be considered for Federal funding. The annual budget period will be October 1 –
September 30. For instance, the budget for year 1 should include the estimated costs for
October 1, 2020 – September 30, 2021, and so forth.

In a single document attached to the Budget Narrative Attachment Form, each application
must provide the **following two budget narratives**:

1. **TSL Grant Funds Budget Narrative**
    The first budget narrative **must align with** and break down the costs budgeted in **Section
    A of ED Form 524**. Section A relates to costs to be supported by the requested TSL grant.
    The applicant should provide sufficient detail to enable reviewers and project staff to
    understand how requested funds will be used, how much will be expended, and the
    relationship between the requested funds and project activities and outcomes. The
    following section, "Instructions for the Budget Narratives," illustrates the expected format
    and level of detail. (This budget narrative will serve to meet the requirements of Section C
    of ED Form 524.)

2. **Non-Federal and Non-TSL Federal Program Funds Budget Narrative**
    Section 2212(f) of the ESEA provides that each eligible entity that receives a TSL grant
    must provide, from non-Federal sources, an amount equal to 50 percent of the amount of
    the TSL grant, which may be provided in cash or in kind, to carry out the activities
    supported by the grant.

The budget narrative must include a breakdown of all non-Federal contributions budgeted in Section B of ED Form 524, that will be used to support the project. These non-Federal costs must be identified in Section B of ED Form 524 and described in the budget narrative in the same manner as required for TSL funds used to support the project.

IMPORTANT NOTE: requires each grantee to comply with statutory and regulatory requirements applicable to the program and to the content of its approved application. Therefore, if an application is approved, the grantee is responsible for fulfilling the TSL match requirement, and the commitment of non-TSL funds or in-kind resources set forth in Section B of ED Form 524 (or other portion) of its application.

- **Non-Federal Funds**
  In this Budget Narrative, applicants should include detailed information about any non-Federal resources, financial and non-financial, that will be used to support the PBCS, the educator evaluation systems, and other project costs during the grant period. In this Budget Narrative, applicants should reflect all of the applicable non-Federal resources referenced in their Project Narrative. If a partner member plans to contribute services or materials as part of the project's non-Federal match or other contribution of non-TSL resources, the value of these services or materials should be indicated in Section B of ED Form 524. The value of these services or materials should be calculated according to 2 C.F.R. 200.306 and cost principles in Uniform Guidance at 2 C.F.R. Part 200.

Instructions for Explaining Performance-Based Compensation Costs

o **In the ED form 524 Section A and the budget narrative, applicants must budget incentive costs in the year that these expenses are earned**. While we realize that in many cases the actual payment of these funds will not occur until the next budget period (i.e., incentives for Year 1 are not paid until Year 2), the budget form requires applicants to list expenses using a 3-year budget period. As such, applicants must include **performance-based compensation costs *in the year that the award will be earned***.   For instance, if an applicant anticipates using the TSL grant to make performance-based awards to educators for their performance in Year 1 with the TSL grant, the applicant should include those expenses in Year 1 budget. Likewise, if an applicant anticipates using the TSL grant to make performance-based awards to educators for their performance in Year 3 of the grant, the applicant should include those expenses in the Year 3 TSL budget.

o There are two options for how an applicant treats the compensation provided to teachers, principals, and other personnel under its proposed PBCS.

  - If a fringe benefits rate will be applied to the added compensation or incentives for teachers, principals, and other personnel, an applicant should include the performance-based compensation in the "personnel" line item and the costs generated by applying the fringe benefit rate in the "fringe benefits" line item.

- If you do not plan to apply a fringe rate to the performance-based compensation costs, you should include this cost in the "other" line item.

NOTE: An applicant must clearly explain in the Budget Narrative why it has chosen to list performance-based compensation costs in the "personnel" and "fringe benefits" line items or the "other" line item. See the section below for more information. Performance-based compensation costs should not be listed in the "training stipends" line item.

Instructions for the Budget Narratives

To facilitate the review of your Budget Narratives, we encourage each applicant to include the following information for each year of the project.

1. **Personnel:** *Include fees and expenses for consultants under contractual.*
- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.
- Provide performance-based compensation costs if fringe benefits will be applied.
- If applicable, **provide a detailed explanation of the performance-based compensation costs**. These costs should be clearly broken out by teachers, principals, and other school leaders.

Example: The following scenario assumes that there are 96 teachers in the school and that 80 of those teachers will earn an award. In this scenario, 8 FTE career ladder positions and 30 part-time mentors will be paid with TSL funds.

Personnel: The following requested personnel will all be hired as employees of the project.	% FTE	Base Salary	Total
Project Director (1): John Doe will be responsible for the overall leadership and management of the Performance-Based Teacher and Principal Compensation Program. His qualifications are described in detail in the project on page 24 of the application.	.8 FTE (or 80%)	$65,000	$52,000
Performance-based compensation costs: 80 educators of the 96 eligible will earn an average award amount of $3,000/year.			$240,000
Our TSL project will fill 8 FTE career ladder positions. Each position is budgeted at a $75,000 salary per year.	8 x 1.0 FTE	$75,000 x 8	$600,000

Salary Augmentations for part-time mentor teachers: 20 teachers will serve in a mentor position during 10% of their time (20 x .1 = 2 FTEs). Each teacher will earn $8,000year.			$160,000

2. Fringe Benefits
- Give the fringe benefit percentages of all personnel included under Personnel.
- Include fringe benefits applied to incentive awards if such expenditures are included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.
- Do not include fringe benefits for salaries and wages that are treated as part of the indirect cost.

3. Travel
- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.
- Applicants must budget for attendance at two required annual meetings. There are no registration fees for these meetings. For planning purposes, applicants should include funds for transportation, lodging, and per diem costs for the following meetings:

  o **Required Meeting: *Teacher and School Leader Incentive Program Grantee Meeting*** this 1.5 day meeting will provide participants with key information needed to manage and implement a discretionary grant awarded by ED and technical assistance from experts. Grantee meetings will be held annually in a major U.S. city. Include travel of persons such as consultants under consultants, in line 6 of the 524 budget form and budget narrative.

     Required Participants: Please budget for three participants including the project director.
     Expenses for this meeting include:
     - Round-trip airfare for three participants to a major U.S. city
     - Lodging expenses for three participants for up to four nights in a major U.S. city
     - Per diem expenses for three participants for up to five days in a major U.S. city
     - Funds for local ground transportation

o **Required Meeting:** *Teacher and School Leader Incentive Program Summit Meeting* this 1.5 day meeting will provide participants with in depth information on_____. Summit meetings will be held annually in a major U.S. city.

Required Participants: Please budget for two participants including the project director.

Expenses for this meeting include:
- Round-trip airfare for two participants to a major U.S. city
- Lodging expenses for two participants for up to four nights in a major U.S. city
- Per diem expenses for two participants for up to five days in a major U.S. city
- Funds for local ground transportation

Example:

Travel: Travel expenses include the average airfare of $400 each, in addition to a hotel room at $150/night for two nights, local transportation of $50, and per diem of $40	# Trips	$ per Trip	Total
TSL Annual Grantee Meeting: This meeting will provide technical assistance for our grant site and provide collaboration among all TSL grantees. The total trip will last 1.5 full days.	3 (1 Project Dir. & 2 other key personnel)	$790	$2,370

4. Equipment
- Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.
- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

Example:

Equipment: Consistent with our organization's policy, equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $1,000 or more per unit.	Cost of Item	Item Description	Total
Desktop Computers (3): Three desktop computers will be needed to expand our current office and supply the needs of 3 new employees.	$1,500	Desktop computer including monitor & printer	$4,500

5. Supplies

- Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*
- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.
- Individual pieces of equipment that are under $5,000 per unit are generally considered supplies. However, as noted in the example under Equipment, an applicant's organization may have a different equipment policy.

6. Contractual

- The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.
- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
  NOTE: Contractors are not to be named in an application since contracts will be competed following the award of a grant. If an applicant proposes in its application to use an existing contract or prior selection of any vendor for any activities to be supported with Federal TSL funds (or other Federal grant funds), the applicant must be prepared to demonstrate how it is in compliance with the "Procurement Practices" described in the "Application Information" section of this application package. Additionally, if an applicant intends to take advantage of the flexibility allowed in order to use small purchase procurement procedures for contracts for data collection, data analysis, evaluation services or essential services, the applicant should carefully review the requirements in

to ensure all required information is included in the application and budget narrative.
- Provide the projected cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide a brief statement that you have followed the procedures for procurement under 2 C.F.R. 200.317 – 200.326 or the competition exception in 34 C.F.R. 75.135.
- Provide the basis for cost estimates or computations.

Example:

Contractual:	Timing of Costs	Total
ABC District plans to contract with an external evaluator to conduct the local evaluation, using both qualitative and quantitative data analysis. ABC expects to receive bi-annual evaluation reports and surveys from the new contractor. Please see page 37 of the project proposal for more information on the evaluation design.	Bi-Annual	$XXXX

7. Construction
- Not applicable.

8. Other
- Provide performance-based compensation costs if fringe benefits will not be applied.
- Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*
- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = $500, postage = $750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs
- The sum total of all direct expenditures, per budget category, of lines 1-8.

10. Indirect Costs
- This program has a supplement-not-supplant requirement. This requires the grantee to utilize a restricted indirect cost rate. Indicate the applicant's approved **restricted**

indirect cost rate, per sections.

11. Training Stipends
- The training stipend line item only pertains to costs associated with long term training programs and college or university coursework, not workshops or short-term training or professional development offerings.

12. Total Costs
- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project period (up to 60 months).

NOTE about Indirect Costs:

The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs on projects funded by the Teacher and School Leader Incentive Program (CFDA 84.374A).The applicant should include any proposed indirect costs in its proposed TSL-supported budget and budget narrative. In order to charge indirect costs to this program, a grantee must have a currently approved Indirect Cost Rate (ICR) agreement with a restricted rate.

If an applicant does not have a current indirect cost rate agreement, it does not need to submit any documentation regarding indirect costs with its application. These proposed indirect costs should be calculated using a temporary rate of ten percent and that rate should be applied to all direct salaries and wages. However, the applicant must expeditiously take steps to obtain an indirect cost rate agreement after the grant award is made. The rules allow for a temporary ICR of 10% of budgeted salaries and wages and require the grantee to submit an ICR proposal within 90 days after issuance of the grant award notification (see 34 CFR § 75.560(c)).

For additional information about obtaining an approved indirect cost rate or applying for an indirect cost rate, contact the Department's Office of the Chief Financial Officer at (202) 245-8035.

The ICR must be negotiated with and approved by the grantee's cognizant agency, i.e., either (1) the federal agency from which it has received the most direct funding, subject to indirect cost support; (2) the federal agency specifically assigned cognizance by the Office of Management and Budget; or (3) the State agency that provides the most subgrant funds to the grantee (if no direct federal awards are received).

NOTE: Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR being used in the budget. Applicants should be aware that ED is very often not the cognizant agency for its grantees. Rather, ED accepts the currently approved ICR established by the appropriate cognizant agency. Applicants are encouraged to have an accountant calculate a proposed ICR using current information in the audited financial statements, actual cost data or the Internal Revenue Service Form 990. Applicants should use this proposed rate in the application materials and indicate the documentation used to calculate the rate. Guidance related to calculating an ICR can be found on ED's website at:http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html.

If the requested budget does not include these estimated indirect costs, they will not be included in the budget approved by the Department that forms the basis of the grant award. This means that, after award, a grantee would only have funds with which to charge indirect costs to the grant if the approved direct costs of the grantee's project for any budget period exceed the grantee's actual direct costs. Where this occurs, the grantee may submit a requested budget revision to the Department program office to use the excess funds budgeted for direct costs to cover its indirect costs.

D. Other Attachment Forms

Applicants should **attach all appendices to the Other Attachments Form**. For each appendix, applicants are asked to label each file with the Appendix name and upload the file to the Other Attachments Form. The Other Attachments Form can support up to ten attachments, therefore it is unnecessary to merge appendices into one document.

- *Ensure that you only attach the U.S. Department of Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.*
- *Please note that 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.*

Instructions for Appendices

Applicants are strongly encouraged to follow the instructions below when uploading information to the Appendices:

Appendix A: **Logic Model**

Appendix B: **Resumes of Key Personnel**

Appendix C: **Letters of Support and Memorandum of Understanding from partners, if applicable**

Appendix D: **Other documents, if applicable**

NOTE: Applicants are strongly encouraged to use the optional checklists on the following pages to document and identify where required information can be found in the proposed application. Use of the checklists will enable reviewers and Department staff to identify where in your applications required information is located and prevent your application from being found ineligible for funding because this information cannot be located.

FY 2020 Application Checklist

Applicants should review this checklist once they believe they have completed their TSL applications. The checklist reflects all mandatory components of the application.

ED Standard Forms
☐ Application for Federal Assistance (SF 424)
☐ Department of Education Supplemental Information for SF 424
☐ Department of Education Budget Summary Form (ED 524) Sections A & B
☐ Disclosure of Lobbying Activities (SF-LLL)

Assurances and Certifications
☐ GEPA Section 427
☐ Assurances – Non-Construction Programs (SF 424B)
☐ Grants.gov Lobby form (formerly ED 80-0013 form)

Application Narrative
☐ ED Abstract Narrative Form
☐ Project Narrative Form
☐ Budget Narrative Form
☐ Other Attachments Form (Upload Appendices here)

☐ **Charter School Documentation, if applicable.** Applicants that are charter schools should include a letter from the authorized chartering agency or SEA that confirms their status in the State as LEAs.
☐ **Commitment letters**, surveys, or other evidence demonstrating educator support
☐ **Indirect Cost Rate Agreement:** All applicants should attach a copy of their current indirect cost rate agreement.
☐ **Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes or job descriptions that describe their qualifications for the responsibilities they will carry out under the project.

NOTE: Eligible applicants should attach all appendices to the Other Attachments Form. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read. The entire application package should be no larger than 8MB. Therefore, you may want to check the total size of your package before submission.

E. Additional Information

Addressing Your Questions

The Department provides multiple avenues for interested applicants to ask questions and clarify their understanding of the TSL competition and process. Applicants should keep in mind that the Department cannot provide guidance on specific proposals.

The Department will soon make available a Frequently Asked Questions (FAQ) document on the TSL Web site, at https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-and-school-leader-incentive-program/.

Applicants should Look for this FAQ document, and review it carefully to see whether their particular questions have been addressed. The Department also plans to update, as appropriate, this document in response to applicant questions. Interested applicants may send their questions to TSL@ed.gov.

The Department has established the following address, TSL@ed.gov, where potential applicants may ask questions about the TSL competition. In addition, the Department plans to host an informational session, live or online, designed to help interested applicants with the application process. We encourage interested applicants to participate in these sessions. Participation in the Webinars is voluntary. For those who are not able to attend, the training will be available via a link posted on the TSL Web site.

Transparency

After awards are made under this competition, all of the submitted applications, together with reviewer scores and comments for those applications, may be posted on the Department's web site.

Executive Order 12372 - Intergovernmental Review of Federal Programs

This program is subject to the requirement of the 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.

You may locate the name and contact information of State Single Point of Contact at: https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf

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. Public reporting burden for this collection of information is estimated to average 87 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 and voluntary. 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 **1894-0006**.

NOTE: Please do not return completed applications to this address.