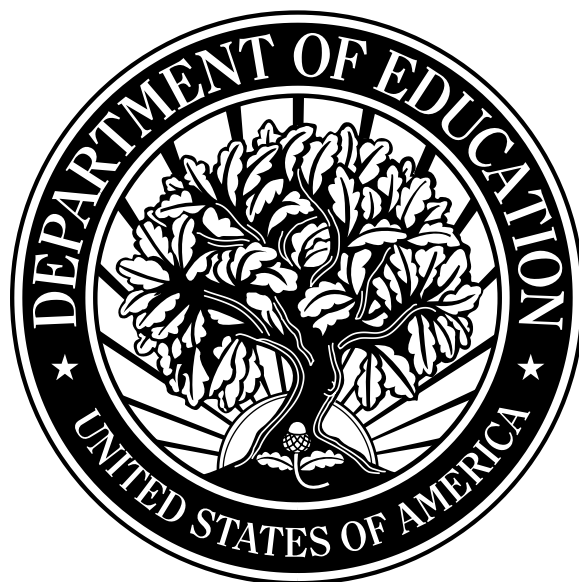


**U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION  
WASHINGTON, D.C. 20202-2800**

**FY 2024—Application Kit for New Grants  
Under  
The Rehabilitation Services Administration  
AMERICAN INDIAN VOCATIONAL REHABILITATION SERVICES  
PROGRAM**

**ASSISTANCE LISTING NUMBER 84.250Q**



FORM APPROVED  
OMB No. 1894-0006, EXP. DATE: 02/29/2024  
ED FORM 424, OMB APPROVED

**DATED MATERIAL—OPEN IMMEDIATELY**

**CLOSING DATE: MARCH 26, 2024**

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## **PUBLIC 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 1894-0006. Public reporting burden for this collection of information is estimated to average 40 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 93-112 or 116-260). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Rehabilitation Services Administration (RSA) Discretionary Grant Programs, Office of Special Education and Rehabilitative Services, U.S. Department of Education, 400 Maryland Avenue, SW, Potomac Center Plaza, room 5071C, Washington D.C. 20202-2800 directly.

**SECTION A**  
**DEAR APPLICANT LETTER**

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UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION

December 7, 2023

Dear Applicant,

The U.S. Department of Education (Department) is issuing a Notice Inviting Applications (NIA) for fiscal year (FY) 2024 to fund the American Indian Vocational Rehabilitation Services (AIVRS) program, Assistance Listing Number 84.250Q. This application package contains information and the required forms for you to use in submitting a new application for funding under the AIVRS program.

The purpose<sup>1</sup> of this program is to provide culturally appropriate vocational rehabilitation (VR) services to American Indians with disabilities residing on or near Federal or State reservations, consistent with such eligible individuals' strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that such individuals may prepare for, and engage in, high quality employment that will increase opportunities for economic self-sufficiency.

Please read this letter carefully as it includes important information related to the grant competition. Take the time to review all 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 procedural rules that govern the submission of the application or if the application does not contain the information required. (Education Department General Administrative Regulations (EDGAR) at 34 C.F.R. § 75.216 (b) and (c)).

Please note the following:

### **ELIGIBLE APPLICANTS**

Applications may be made only by Indian Tribes (and consortia of those Indian Tribes) located on Federal and State reservations. The definition of "Indian Tribe" in section 7(19)(B) of the Rehabilitation Act is "any Federal or State Indian tribe, band, rancheria, pueblo, colony, or community, including any Alaskan native village or regional village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act) and a tribal organization (as defined in section 4(l) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b(l))."

### **NOTICE INVITING APPLICATIONS**

The NIA is published in the *Federal Register*, contained in Section B of this Application Package and is available to download and review.<sup>1</sup>

<sup>1</sup> As provided by Section 121 of the Rehabilitation Act of 1973, as amended, and implemented by the subsequent program regulations at 34 C.F.R. part 371.

### **PRE-APPLICATION WEBINAR**

No later than January 3, 2024, the Office of Special Education and Rehabilitative Services will post a pre-recorded informational webinar designed to provide technical assistance to interested applicants. The webinar may be found at <https://ncrtm.ed.gov/index.php/grant-info>.

## **APPLICATION SUBMISSION: COMMON INSTRUCTIONS**

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on December 7, 2022 and available at <https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs>, which contains requirements and information on how to submit an application.

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

Applications for grants under this competition must be submitted electronically in the Grants.gov Apply site ([www.Grants.gov](http://www.Grants.gov)). Please read carefully the Grants.gov Submission Procedures and Tips for Applicants document included in Section D of this application package, 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](http://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. Please be aware that applications submitted to Grants.gov for the Department will now be posted using Adobe forms. 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 D of this application package.

## **INTERGOVERNMENTAL REVIEW**

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

## **BUDGET INFORMATION**

All applicants for multi-year projects are required to provide detailed budget figures and a budget narrative for each year of the grant (up to 60 months) on the ED Form 524. The Department will address funding level requests of successful applicants for each year of the grant award and make appropriate funding recommendations in accordance with the availability of funds. Please note, the estimated average size of awards, described in the NIA, is the amount per year and not the aggregate amount for all five years.

### **Required Cost Sharing or Matching and Waiver Request**

The mandatory non-Federal share (Cost Share) is 10 percent of the total cost of the project. Cost share may be provided in cash or in-kind. The Federal share is 90 percent of the total cost of the project.

Enter the Federal share of the project in Section A of the Budget Summary ED Form 524. Enter the cost share on Section B (non-Federal Funds) of the Budget Summary ED Form 524 and provide detailed budget figures and a budget narrative to describe the match for each year of the grant.

If an applicant can demonstrate that they do not have sufficient resources to contribute the non-Federal share of the cost of the project, the applicant may request a waiver, in part or in whole, to the cost sharing requirement in accordance with section 121(a) of the Rehabilitation Act of 1973 and the implementing regulations at 34 C.F.R. 371.40(c).

### **Indirect Cost Rate Information**

This program uses an unrestricted indirect cost rate. Applicants for this program are the governing bodies of Indian Tribes (or consortia of governing bodies) and have negotiated indirect cost rate agreements with a cognizant agency if indirect costs will be charged to the grant. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see [www2.ed.gov/about/offices/list/ocfo/intro.html](http://www2.ed.gov/about/offices/list/ocfo/intro.html).

### **Administrative Cost Limitation**

This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to the Cost Principles described in 2 C.F.R. part 200 subpart E of the Uniform Guidance.

### **APPLICATION INFORMATION AND SELECTION CRITERIA**

The program narrative must address each selection criteria as described in Section C of the grant application package. Failure to do so will put your application at a significant disadvantage. To facilitate the peer review process, the narrative should address the selection criteria in the order that the criteria are listed. An explanation of each selection criteria is provided to describe the type of information you may wish to include.

### **Special Application Requirements**

In addition to the selection criteria, applicants are **required** to address the Special Application requirements at 34 C.F.R. § 371.21(a)-(k). The application package includes a Special Application Requirements form in Section D that must be completed. The form has a text box after each of the requirements for applicants to insert an assurance statement. **An application is not complete without the assurances inserted into the Special Application Requirements form and will not be considered for review.**

### **Competitive Preference Priority**

Previously funded Tribes are entitled to receive 5 additional competitive preference points. To receive the points, the applicant must indicate that the governing body of the Tribe, or the consortia of governing bodies, previously received an award under this program and the dates the Tribe was previously awarded. Indicate the dates in the appendices of the grant application and list it in the Table of Contents so it is easily located.

### **PERFORMANCE MEASURES**

For the purposes of reporting under 34 C.F.R. 75.110, the Department established four performance measures for the AIVRS program. These performance measures are included in Section VI, paragraph five of the Award Administration Information. Each grantee must annually report the data needed to measure its performance on these measures through the Annual Performance Reporting Form for the AIVRS program.

### **REVIEW AND SELECTION PROCESS**

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 C.F.R. 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 C.F.R. 100.4, 104.5, 106.4, 108.8, and

110.23).

### **ADDITIONAL INFORMATION**

For information about other Department grant and contract opportunities, please 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>.

If you have any questions about the information in this application kit, please contact the RSA Competition Manager, August Martin, at (202) 987-0116, or by email at [August.Martin@ed.gov](mailto:August.Martin@ed.gov). If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunication relay services, please dial 7-1-1.

Thank you for your interest in this program.

Sincerely,

*Corinne Weidenthal*

Corinne Weidenthal

Service Programs Unit Chief

**SECTION B**  
**NOTICE INVITING APPLICATIONS**  
**FOR NEW AWARDS**

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4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; American Indian Vocational  
Rehabilitation Services

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

ACTION: Notice.

SUMMARY: The Department of Education (Department) is issuing a  
notice inviting applications for fiscal year (FY) 2024 for  
American Indian Vocational Rehabilitation Services (AIVRS)--  
Assistance Listing Number 84.250Q--to partner with Indian Tribes  
in providing eligible American Indians with disabilities with  
vocational rehabilitation (VR) services. This notice relates to  
the approved information collection under OMB control number  
1820-0018.

DATES:

Applications Available: December 7, 2023.

Deadline for Transmittal of Applications: March 26, 2024.

Pre-Application Webinar Information: No later than January 3,  
2024, the Office of Special Education and Rehabilitative  
Services will post pre-recorded informational webinars designed  
to provide technical assistance to interested applicants. The  
webinars may be found at [https://ncrtm.ed.gov/index.php/grant-  
info](https://ncrtm.ed.gov/index.php/grant-info).

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 December 7, 2022 (87 FR 75045) and available at

<https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs>. Please note that these

Common Instructions supersede the version published on December 27, 2021.

FOR FURTHER INFORMATION CONTACT: August Martin, U.S. Department of Education, 400 Maryland Avenue, SW, room 4A10, Washington, DC 20202-5076. Telephone: (202) 987-0116. Email: August.Martin@ed.gov.

If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunications relay services, please dial 7-1-1.

SUPPLEMENTARY INFORMATION:

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of this program is to provide VR services, including culturally appropriate services, to American Indians with disabilities who reside on or near Federal or State reservations, consistent with such eligible

individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that such individuals may prepare for, and engage in, high-quality employment that will increase opportunities for economic self-sufficiency.

Priority: In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 121(b)(4) of the Rehabilitation Act of 1973, as amended (Rehabilitation Act) (29 U.S.C. 741(b)(4)).

Competitive Preference Priority: For FY 2024 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets this priority.

This priority is:

Continuation of Previously Funded Tribal Programs.

In making new awards under this program, we give priority to applications for the continuation of programs that have been funded under the AIVRS program.

Program Authority: 29 U.S.C. 741.

Note: Projects will be awarded and must be operated in a manner consistent with the nondiscrimination requirements contained in Federal civil rights laws.

Applicable Regulations: (a) The Education Department General

Administrative Regulations in 34 CFR parts 75, 77, 81, 82, and 84. (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 as regulations of the Department in 2 CFR part 3474. (d) The regulations for this program in 34 CFR part 371.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration intends to use approximately \$28,503,407 for new awards for this program for FY 2024.

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

Estimated Range of Awards (per year): \$300,000 - \$1,000,000.

Estimated Average Size of Awards (per year): \$550,000.

Note: The estimated range of awards and the estimated average size of the award is for each individual year of the five years of the grant and not the total for all five years.

Estimated Number of Awards: 44.

Project Period: Up to 60 months.

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

### III. Eligibility Information

1. Eligible Applicants: Applications may be made only by Indian Tribes (and consortia of those Indian Tribes) located on Federal and State reservations. The definition of "Indian Tribe" in section 7(19)(B) of the Rehabilitation Act is "any Federal or State Indian tribe, band, rancheria, pueblo, colony, or community, including any Alaskan native village or regional village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act) and a tribal organization (as defined in section 4(1) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b(1))."

"Reservation" is defined in 34 CFR 371.6 as "a Federal or State Indian reservation, public domain Indian allotment, former Indian reservation in Oklahoma, land held by incorporated Native groups, regional corporations and village corporations under the provisions of the Alaska Native Claims Settlement Act; or a defined area of land recognized by a State or the Federal Government where there is a concentration of tribal members and on which the tribal government is providing structured activities and services."

Under 34 CFR 371.2, the applicant for an AIVRS grant must

be--

(1) The governing body of an Indian Tribe, either on behalf of the Indian Tribe or on behalf of a consortium of Indian Tribes; or

(2) A Tribal organization that is a separate legal organization from an Indian Tribe.

To receive an AIVRS grant, a Tribal organization that is not a governing body of an Indian Tribe must--

(1) Have as one of its functions the vocational rehabilitation of American Indians with disabilities; and

(2) Have the approval of the Tribe to be served by such organization.

If a grant is made to the governing body of an Indian Tribe, either on its own behalf or on behalf of a consortium, or to a Tribal organization to perform services benefiting more than one Indian Tribe, the approval of each such Indian Tribe is a prerequisite to the making of such a grant.

2. a. Cost Sharing or Matching: Cost sharing is required by section 121(a) of the Rehabilitation Act and 34 CFR 371.40 at 10 percent of the total cost of the project. However, if an applicant can demonstrate that they do not have sufficient resources to contribute the non-Federal share of the cost of the project, the applicant may request a waiver, in part or in whole, to the cost sharing requirement in accordance with

section 121(a) of the Rehabilitation Act of 1973 and the implementing regulations at 34 CFR 371.40(c).

b. Indirect Cost Rate Information: This program uses an unrestricted indirect cost rate. Applicants for this program are the governing bodies of Indian Tribes (or consortia of governing bodies) and have negotiated indirect cost rate agreements with a cognizant agency if indirect costs will be charged to the grant. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see [www2.ed.gov/about/offices/list/ocfo/intro.html](http://www2.ed.gov/about/offices/list/ocfo/intro.html).

c. Administrative Cost Limitation: This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles described in 2 CFR part 200 subpart E of the Uniform Guidance.

3. Subgrantees: A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application. While subgrants are not permitted, under 34 CFR 371.42(a), grantees are permitted to provide the VR services by contract or otherwise enter into an agreement with a designated State unit (DSU), a community rehabilitation program, or another agency to assist in the implementation of the Tribal VR program, as long as such contract or agreement is identified in the application.

#### 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 December 7, 2022 (87 FR 75045) and available at

<https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs>, which contain

requirements and information on how to submit an application.

Note: RSA invites an applicant to indicate whether it intends to consolidate its AIVRS grant funds into a current or future 477 plan in accordance with the provisions of [Public Law 115-93](#), the Indian Employment, Training and Related Services Consolidation Act of 2017 ([25 U.S.C. 3401](#) et seq.). Any request to consolidate AIVRS funds into a 477 plan must be made separately to the U.S. Department of Interior. For further information on the integration of grant funds under this program and related programs, contact the Division of Workforce Development, Office of Indian Services, Bureau of Indian Affairs, U.S. Department of the Interior at Office of Indian Services, Division of Workforce Development, Bureau of Indian Affairs, 1849 C Street, NW, MS-3645-MIB, Washington, DC 20245, Telephone: (202) 219-3938.

AIVRS grantees who are in their last year of AIVRS funding from a previous grant and have currently integrated that previous grant under an approved 477 plan must apply for a new AIVRS grant under this competition by submitting an application that meets all of the requirements included in this notice. If such an applicant receives a new AIVRS grant under this competition and wants to consolidate the new AIVRS grant in a 477 plan, it must submit a request to the U.S. Department of Interior to do so.

2. Intergovernmental Review: This competition is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

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

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210, have a maximum score of 100 points, and are as follows:

(a) Need for Project and Significance (10 Points):

The Secretary considers the need for and significance of the proposed project. In determining the need for and significance of the proposed project, the Secretary considers the following factors:

(1) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

(2) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

(3) The potential contribution of the proposed project to increased knowledge or understanding of rehabilitation problems, issues, or effective strategies.

(4) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

(b) Quality of the Project Design (20 Points):

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

(3) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

(c) Quality of Project Services (20 Points):

The Secretary considers the quality of the services to be provided by the proposed project. 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.

In addition, the Secretary considers the following factors:

(1) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.

(2) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.

(3) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

(d) Quality of Project Personnel (15 Points):

In determining the quality of project personnel, the

Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

In addition, the Secretary considers the qualifications, including relevant training and experience, of key project personnel.

(e) Adequacy of Resources (10 Points):

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:

(1) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.

(2) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(3) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

(f) Quality of the Management Plan (15 Points):

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the

management plan for the proposed project, the Secretary considers the following factors:

(1) 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.

(2) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

(3) 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.

(g) Quality of the Project Evaluation (10 Points):

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(2) 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.

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

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).

Applicants for the AIVRS program must provide evidence regarding the following special application requirements in 34 CFR 371.21(a)-(k). The application package includes a Special Application Requirements form in Section D that must be completed. An application is not complete without the Special Application Requirements form and will not be considered for

review without that completed form submitted by the applicant.  
These requirements are:

(a) Effort will be made to provide a broad scope of VR services in a manner and at a level of quality at least comparable to those services provided by the DSU.

(b) All decisions affecting eligibility for VR services, the nature and scope of available VR services, and the provision of such services will be made by a representative of the Tribal VR program funded through this grant and such decisions will not be delegated to another agency or individual.

(c) Priority in the delivery of VR services will be given to those American Indians with disabilities who are the most significantly disabled.

(d) An order of selection of individuals with disabilities to be served under the program will be specified if services cannot be provided to all eligible American Indians with disabilities who apply.

(e) All VR services will be provided according to an individualized plan for employment (IPE) that has been developed jointly by the representative of the Tribal VR program and each American Indian with disabilities being served.

(f) American Indians with disabilities living on or near Federal or State reservations where Tribal VR service programs are being carried out under this part will have an opportunity

to participate in matters of general policy development and implementation affecting VR service delivery by the Tribal VR program.

(g) Cooperative working arrangements will be developed with the DSU, or DSUs, as appropriate, which are providing VR services to other individuals with disabilities who reside in the State or States being served.

(h) Any comparable services and benefits available to American Indians with disabilities under any other program, which might meet in whole or in part the cost of any VR service, will be fully considered in the provision of VR services.

(i) Any American Indian with disabilities who is an applicant or recipient of services, and who is dissatisfied with a determination made by a representative of the Tribal VR program and files a request for a review, will be afforded a review under procedures developed by the grantee comparable to those under the provisions of section 102(c)(1)-(5) and (7) of the Rehabilitation Act.

(j) The Tribal VR program funded under this part must assure that any facility used in connection with the delivery of VR services meets facility and program accessibility requirements consistent with the requirements, as applicable, of the Architectural Barriers Act of 1968, the Americans with

Disabilities Act of 1990, section 504 of the Rehabilitation Act, and the regulations implementing these laws.

(k) The Tribal VR program funded under this part must ensure that providers of VR services are able to communicate in the native language of, or by using an appropriate mode of communication with, applicants and eligible individuals who have limited English proficiency, unless it is clearly not feasible to do so.

3. Risk Assessment and Specific Conditions: Consistent with 2 CFR 200.206, before awarding grants under this competition the Department conducts a review of the risks posed by applicants. Under 2 CFR 200.208, the Secretary may impose specific conditions and, under 2 CFR 3474.10, 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.

4. 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 200.206(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.

5. In General: In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department will review and consider applications for funding pursuant to this notice inviting applications in accordance with:

(a) Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR 200.205);

(b) Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115-232) (2 CFR 200.216);

(c) Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR 200.322); and

(d) Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR 200.340).

## VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); 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 [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

5. Performance Measures: For the purposes of reporting under 34 CFR 75.110, the Department has established four performance measures for the AIVRS program. The measures are:

(a) Of all those exiting the program, the percentage of individuals who leave the program with an employment outcome after receiving services under an IPE.

(b) (1) The percentage of individuals who leave the program with an employment outcome after receiving services under an IPE.

(2) The percentage of individuals who leave the program without an employment outcome after receiving services under an IPE.

(3) The percentage of individuals who have not left the program and are continuing to receive services under an IPE.

(c) The percentage of projects that demonstrate an average annual cost per employment outcome of no more than \$35,000.

(d) The percentage of projects that demonstrate an average annual cost of services per participant of no more than \$10,000.

Each grantee must annually report the data needed to measure its performance on these measures through the Annual Performance Reporting Form for the AIVRS program.

Note: For purposes of this section, the term "employment outcome" means, with respect to an individual, (a) entering or retaining full-time or, if appropriate, part-time competitive employment in the integrated labor market; (b) satisfying the vocational outcome of supported employment; or (c) satisfying any other vocational outcome the Secretary of Education may determine to be appropriate (including satisfying the vocational outcome of customized employment, self-employment, telecommuting, or business ownership). (Section 7(11) of the Rehabilitation Act (29 U.S.C. 705(11)).

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, whether the grantee has made substantial progress in achieving the performance targets in the grantee's approved application.

In making a continuation award, 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: On request to the program contact person listed under FOR FURTHER INFORMATION CONTACT, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, compact disc, or other accessible format.

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](http://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](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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*Glenna Wright-Gallo,  
Assistant Secretary for Special  
Education and Rehabilitative  
Services.*

**SECTION C**  
**SELECTION CRITERIA FOR APPLICATIONS**

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1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210, have a maximum score of 100 points, and are as follows:

(a) Need for Project and Significance (10 Points):

The Secretary considers the need for and significance of the proposed project. In determining the need for and significance of the proposed project, the Secretary considers the following factors:

(1) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

(2) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

(3) The potential contribution of the proposed project to increased knowledge or understanding of rehabilitation problems, issues, or effective strategies.

(4) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

(b) Quality of the Project Design (20 Points):

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

(3) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

(c) Quality of Project Services (20 Points):

The Secretary considers the quality of the services to be provided by the proposed project. 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.

In addition, the Secretary considers the following factors:

(1) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.

(2) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.

(3) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

(d) Quality of Project Personnel (15 Points):

In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

In addition, the Secretary considers the qualifications, including relevant training and experience, of key project personnel.

(e) Adequacy of Resources (10 Points):

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:

(1) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.

(2) The extent to which the costs are reasonable in relation to the objectives,

design, and potential significance of the proposed project.

(3) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

(f) Quality of the Management Plan (15 Points):

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(1) 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.

(2) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

(3) 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.

(g) Quality of the Project Evaluation (10 Points):

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(2) 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.

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

**SECTION D**  
**SPECIAL APPLICATION REQUIREMENTS**

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SPECIAL APPLICATION REQUIREMENTS FOR AMERICAN INDIAN VOCATIONAL REHABILITATION  
SERVICE PROGRAM

Applicants for the American Indian Vocational Rehabilitation Service Program grant must provide evidence that they will meet the special application requirements stated at 34 C.F.R. § 371.21(a)-(k). Each application will be reviewed by the Department of Education to determine whether the applicant has provided the required assurances.

Listed below are the special application requirements at 34 C.F.R. § 371.21(a)-(k), explanatory notes, and instructions for the content of the required assurance statements. Provide the assurance statements in the text box provided.

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**371.21(a): Effort will be made to provide a broad scope of vocational rehabilitation services in a manner and at a level of quality at least comparable to those services provided by the designated State unit.**

**NOTE:** "Vocational rehabilitation services" are defined in section 103 of the Rehabilitation Act of 1998, as amended. (A copy of section 103 is enclosed, see Section E.) 34 C.F.R. § 371.41(a)(2) allows expenditures for vocational rehabilitation (VR) services reflecting the cultural background of the American Indians being served. Applicants should plan to provide those VR services, including culturally appropriate services, needed by the individuals identified in the proposal as part of the evidence of need for the project. Applicants are not required to provide every service listed. While efforts should be made to provide services that are comparable to those provided by the State VR agency, services provided by Tribal programs are not required to be identical to those provided by a State VR agency.

**ASSURANCE STATEMENT:** A description of each of the VR services planned by the applicant, including culturally appropriate services.

**Tribe's Assurance Statement:**

**371.21(b): All decisions affecting eligibility for vocational rehabilitation services, the nature and scope of available vocational rehabilitation services and the provision of such services, will be made by a representative of the Tribal vocational rehabilitation program funded through this grant and such decisions will not be delegated to another agency or individual.**

**NOTE:** Decisions about the eligibility of American Indians with disabilities and the services that eligible individuals receive can be made only by the staff of the Tribal vocational rehabilitation (TVR) program. Staff of other Tribal programs are not authorized to make these decisions.

**ASSURANCE STATEMENT:** An assurance statement that decisions about eligibility, the nature and scope of services, and the provision of services will be made only by the TVR unit and not by any other entity.

**Tribe's Assurance Statement:**

**371.21(c): Priority in the delivery of vocational rehabilitation services will be given to those American Indians with disabilities who are the most significantly disabled.**

**ASSURANCE STATEMENT:** An assurance statement that the applicant expects to have enough resources to be able to serve all eligible American Indians with disabilities who are expected to apply.

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**Tribe's Assurance Statement:**

**371.21 (d): An order of selection of individuals with disabilities to be served under the program will be specified if services cannot be provided to all eligible American Indians with disabilities who apply.**

**ASSURANCE STATEMENT:** A description of the order of selection, prioritized on the basis of significance of disability, and giving the highest priority to those who are most significantly disabled.

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**Tribe's Assurance Statement:**

**371.21(e): All vocational rehabilitation services will be provided according to an individualized plan of employment which has been developed jointly by the representative of the Tribal vocational rehabilitation program and each American Indian with disabilities being served.**

**NOTE:** An individualized plan for employment (IPE) is a written agreement between the TVR program unit and the eligible American Indian with a disability. The IPE specifies the individual's employment goal, the VR services that will be provided to address the individual's disability and to achieve a vocational outcome, and how those services will be provided, including the entity providing the services and timelines for the provision of services.

In addition, applicants for grants may choose to incorporate other requirements of section 102(b) of the Act that apply to State VR agencies in the development of an IPE. (A copy of section 102(b) is included in the application kit in Section E.)

**ASSURANCE STATEMENT:** An assurance statement that IPEs will be jointly developed for all eligible American Indians with disabilities.

**Tribe's Assurance Statement:**

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**371.21(f): American Indians with disabilities living on or near Federal or State reservations where Tribal vocational rehabilitation service programs are being carried out under this part will have an opportunity to participate in matters of general policy development and implementation affecting vocational rehabilitation service delivery by the Tribal vocational rehabilitation program.**

**NOTE:** In addition to providing services to American Indians with disabilities living on the reservation, the Rehabilitation Act of 1973, as amended, allow applicants to determine whether they will also provide VR services to American Indians with disabilities living near the reservation. Applicants who decide to provide services to American Indians with disabilities living near the reservation will describe the geographic area in which the American Indians with disabilities live. Opportunities for participation of American Indians with disabilities living on or near the reservation can be provided by any approach deemed reasonable by the Tribal Council.

**ASSURANCE STATEMENT:** An assurance statement that the applicant will provide an opportunity for American Indians with disabilities living on or near the reservation, as described by the applicant, to participate in matters related to the development and implementation of general policies affecting the provision of VR services under this grant.

**Tribe's Assurance Statement:**

**371.21(g): Cooperative working arrangements will be developed with the DSU, or DSUs, as appropriate, which are providing vocational rehabilitation services to other individuals with disabilities who reside in the State or States being served.**

**NOTE:** The Rehabilitation Act of 1973, as amended, includes the requirement for collaboration between Tribal and State VR programs. Section 101(a)(11)(H) of the Act requires State VR agencies to enter into formal cooperative agreements with each grant recipient in the State. The agreement must describe strategies for collaboration and coordination in providing VR services to American Indians who are individuals with disabilities, including -- strategies for interagency referral and information sharing that will assist in eligibility determinations and the development of the IPE; procedures for ensuring that American Indians who are individuals with disabilities and are living near a reservation or Tribal service area are provided VR services; and provision for sharing resources in cooperative studies and assessments, joint training activities, and other collaborative activities designed to improve the provision of services to American Indians who are individuals with disabilities.

**ASSURANCE STATEMENT:** An assurance statement that the applicant has established or will establish a formal cooperative agreement, or agreements if appropriate, that include the required strategies for collaboration and coordination of service provision.

**Tribe's Assurance Statement:**

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**371.21(h): Any comparable services and benefits available to American Indians with disabilities under any other program, which might meet in whole or in part the cost of any vocational rehabilitation service, will be fully considered in the provision of vocational rehabilitation services.**

**NOTE:** As defined in 34 C.F.R. § 371.6, “comparable services and benefits” means “(i) services and benefits, including accommodations and auxiliary aids and services that are -

A) provided or paid for, in whole or in part, by other Federal, State, or local public agencies, by health insurance, or by employee benefits; B) available to the individual at the time needed to ensure the progress of the individual toward achieving the employment outcome in the individual’s individualized plan for employment; and C) commensurate to the services that the individual would otherwise receive from the Tribal Vocational Rehabilitation unit. (ii) For the purposes of this definition, comparable benefits do not include awards and scholarships based on merit.”

**ASSURANCE STATEMENT:** An assurance statement that the applicant will assist individuals with disabilities to fully consider the appropriate use of all comparable services and benefits available through other sources.

**Tribe’s Assurance Statement:**

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**371.21(i): Any American Indian with disabilities who is an applicant or recipient of services, and who is dissatisfied with a determination made by a representative of the Tribal vocational rehabilitation program and files a request for a review, will be afforded a review under procedures developed by the grantee comparable to those under the provisions of section 102(c)(1)-(5) and (7) of the Act.**

**NOTE:** Applicants for grants must develop due process procedures by which an American Indian with a disability is provided an opportunity to have his or her grievance reviewed at levels above that at which the original decision was made. Applicants may model their due process procedures on those described in section 102(c)(5)(A)-(I) of the Act. Applicants may use Tribal courts, impartial hearing officers from the list developed by the State VR agency, or other methods. (A copy of section 102(c)(5)(A)-(I) is enclosed in Section E.)

**ASSURANCE STATEMENT:** An assurance that due process procedures have been developed or will be developed, with an early timeline for that development.

**Tribe’s Assurance Statement:**

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**371.21(j): The Tribal vocational rehabilitation program funded under this part must assure that any facility used in connection with the delivery of vocational rehabilitation services meets facility and program accessibility requirements consistent with the requirements, as applicable, of the Architectural Barriers Act of 1968, the American with Disabilities Act of 1990, section 504 of the Act, and the regulations implementing these laws.**

**NOTE:** Tribes are not protected under the Americans with Disabilities Act (ADA); however, in accordance with the laws cited above, Tribes are required to ensure facilities that are used to deliver

vocational rehabilitation services must be accessible to all applicants and individuals determined to be eligible.

**ASSURANCE STATEMENT:** A description of how the applicant will assure facilities used in connection with the delivery of vocational rehabilitation services are accessible.

**Tribe's Assurance Statement:**

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**371.21(k):** The Tribal vocational rehabilitation program funded under this part must ensure that providers of vocational rehabilitation services are able to communicate in the native language of, or by using an appropriate mode of communication with, applicants and eligible individuals who have limited English proficiency, unless it is clearly not feasible to do so.

**ASSURANCE STATEMENT:** An assurance that all applicants and eligible individuals will have vocational rehabilitation services available to them in their native language or the appropriate modes of communication.

**Tribes Assurance Statement:**

**SECTION E**  
**APPLICATION TRANSMITTAL INSTRUCTIONS**

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## 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. Grants.gov no longer provides support for Microsoft Internet Explorer 9 or below.

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 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 Unique Entity Identifier (UEI) 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](http://www.sam.gov)), which usually takes approximately 7 to 10 business days, but can take longer depending on 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>. Please note that your organization will need to update its SAM registration annually.

To register in SAM.gov, click on the “Get Started” link under the “Register Your Entity...” heading in SAM.gov. Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), that are not already registered in SAM.gov must complete the “Register Entity” registration option and NOT the “Get a Unique Entity ID” option. The “Get a Unique Entity ID” option, which is not a full registration, is only available to entities for reporting purposes. Failing to complete the “Register Entity” option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award. Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with registering in SAM or updating your existing SAM registration, see the [Quick Start Guide for Grant Registrations](#) and the Entity Registration Video at <https://sam.gov/content/entity-registration>.

- 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.

You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, 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>

We discourage paper applications, but if electronic submission is not possible ( e.g., you do not have access to the internet), (1) you must provide a prior written notification that you intend to submit a paper application and (2) your paper application must be postmarked by the application deadline date. If you submit your prior written notification by email, it must be received by the Department no later than 14 calendar days before the application deadline date. If you mail your notification to the Department, it must be postmarked no later than 14 calendar days before the application deadline date (See the [2022 Common Instructions](#) for detailed instructions regarding this procedure).

### **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>.

### **Slow Internet Connections**

When using a slow internet connection, such as 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. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. **If you do not have access to a high-speed internet connection, 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 14 calendar days before the application deadline date.** (See the Federal Register notice for detailed instructions and the [2022 Common 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.

**SECTION F**  
**APPLICATION ABSTRACT INSTRUCTIONS**

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## PROJECT ABSTRACT

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Applicants are required to submit a **one-page** project abstract with their application. The abstract must include the following information:

1. **Name of Applicant** (agency or institution applying for award, not the individual submitting the application)
2. **City and state** where the agency or institution is located
3. **The congressional district** where the agency or institution is located (number)
4. **The name of the Project Director and contact information** and the **percentage of time** the Project Director will manage the project or **level of effort (LOE)**. Please note: The Department's G5 grants management system will only accept one Project Director. If co-Directors are named in the application, please specify which Director should receive primary access to G5.

Questions regarding the project abstract or any other components of the application should be directed to the competition manager before the closing date.

**SECTION G**  
**EVALUATION LANGUAGE FOR**  
**GENERIC APPLICATION PACKAGES**

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## **EVALUATION LANGUAGE FOR GENERIC APPLICATION PACKAGES**

A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and also outcome measures to assess the impact on teaching and learning or other important outcomes for project participants. More specifically, the plan should identify the individual and/or organization that have agreed to serve as evaluator for the project and describe the qualifications of that evaluator. The plan should describe the evaluation design, indicating:

- (1) what types of data will be collected;
- (2) when various types of data will be collected;
- (3) what methods will be used;
- (4) what instruments will be developed and when;
- (5) how the data will be analyzed;
- (6) when reports of results and outcomes will be available; and
- (7) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote an appropriate level of resources to project evaluation.

Successful applicants will be expected to report annually on the progress of each project or study included in the grant, including a description of preliminary or key findings and an explanation of any changes in goals, objectives, methodology, or planned products or publications.

# **SECTION H**

## **APPLICATION FORMS**

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U.S. Department of Education  
Office of Special Education and Rehabilitative Services  
Rehabilitation Services Administration

## INSTRUCTIONS FOR AN APPLICATION FOR FEDERAL ASSISTANCE

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### (Nonconstruction Programs)

The enclosed forms shall be used by all applicants for Federal Assistance under all Rehabilitation Services Administration programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of six parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

**If a PDF form does not open in your Edge or Chrome browser, right click on the form link and select "Save Link As" to download it to your computer. You can then open the file in Adobe Acrobat.**

- Part I** Application for Federal Assistance (SF-424) and U.S. Department of Education Supplemental Information for the SF-424 Application for Federal Assistance [1894-0007, expires 12-31-2023]  
<https://www2.ed.gov/fund/grant/apply/appforms/sf-424-core-form.pdf>  
<https://www2.ed.gov/fund/grant/apply/appforms/sf-424-instructions.pdf>  
<https://www2.ed.gov/fund/grant/apply/appforms/sf424edsuppl.pdf>  
<https://www2.ed.gov/fund/grant/apply/appforms/sf424instruct.pdf>
- Part II** Budget Information (ED 524) [1894-0008, expires 8-31-2026]  
<https://www2.ed.gov/fund/grant/apply/appforms/ed524.pdf>
- Part III** Application Narrative – Instructions provided on the following page
- Part IV** Evidence Form (**optional**) [1894-0001, expires 7-31-2025]  
[U.S. Department of Education Evidence Form: OMB No. 1894-0001 — March 7, 2018 \(PDF\)](#)
- Part V** Certifications and Disclosures
- Grants.Gov — Certification Regarding Lobbying  
[ED 80-0013 Form — Certification Regarding Lobbying \(PDF\)](#)
- SF-LLL — Disclosure of Lobbying Activities (**optional**)  
[4040-0013, expires 02-28-2025]  
<https://www2.ed.gov/fund/grant/apply/appforms/sflll.doc>

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

- One-page abstract must be attached to the “Department of Education Abstract Form”
- Program narratives must be attached to the “Program Narrative Attachment Form”
- Budget narratives must be attached to the “Budget Narrative Attachment Form”
- All vitas, table of contents, letters, certifications, supplementary statements, and other requested appendices must be attached to the “Other Attachment Form”

**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 only review materials/files attached to the attachment forms listed above.

Each submitted application must include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0018. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1995, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the:

U.S. Department of Education  
Information Management and Compliance Division  
Washington, DC 20202-4651

## **PART III: APPLICATION NARRATIVE**

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This narrative section of the application requires applicants to address the absolute priority, particularly, the Application Requirements and the Project Requirements in the NFP (if applicable) and the NIA.

The application narrative must also address the Selection Criteria, which the competition peer reviewers use to evaluate and score each application. These may be found in Section C of this application package or Section V of the NIA.

# **SECTION I**

## **IMPORTANT NOTICES**

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**NOTICE TO ALL APPLICANTS:**  
**EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM**  
**BENEFICIARIES**

Section 427 of the General Education Provisions Act (GEPA) ([20 U.S.C. 1228a](#)) applies to applicants for grant awards under this program.

**ALL APPLICANTS FOR NEW GRANT AWARDS MUST INCLUDE THE FOLLOWING INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Please respond to the following requests for information:

1. Describe how your entity's existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.

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2. Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries?

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3. Based on the barriers identified, what steps will you take to address such barriers to equitable access and participation in the proposed project or activity?

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4. What is your timeline, including targeted milestones, for addressing these identified barriers?

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**Notes:**

1. Applicants are not required to have mission statements or policies that align with equity in order to submit an application.
2. Applicants may identify any barriers that may impede equitable access and participation in the proposed project or activity, including, but not limited to, barriers based on economic

disadvantage, gender, race, ethnicity, color, national origin, disability, age, language, migrant status, rural status, homeless status or housing insecurity, pregnancy, parenting, or caregiving status, and sexual orientation.

3. Applicants may have already included some or all of this required information in the narrative sections of their applications or their State Plans. In responding to this requirement, for each question, applicants may provide a cross-reference to the section(s) and page number(s) in their applications or State Plans that includes the information responsive to that question on this form or may restate that information on this form.

### **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 1894-0005. Public reporting burden for this collection of information is estimated to average 3 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 a benefit. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this individual collection, send your comments to [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference OMB Control Number 1894-0005. All other comments or concerns regarding the status of your individual form may be addressed to either (a) the person listed in the FOR FURTHER INFORMATION CONTACT section in the competition Notice Inviting Applications, or (b) your assigned program officer.

***NOTICE FOR ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES (OMB Form 1894-0005)***

**Instructions**

The NOTICE TO ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES is a standard form used by the U.S. Department of Education (*the Department*) for applicants seeking Federal assistance under the Department's grant programs.

Applicants submit in their grant application a description of steps that they propose to take to ensure equitable access to, and participation in, their Federal grant as required by the General Education Provisions Act (GEPA) Section 427.

GEPA Section 427 highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Applicants based on the design of their proposed grant project, the participants and community the project proposes to serve, and local circumstances determine whether these or other barriers may prevent all beneficiaries such access or participation. General instructions for completing the standard form are contained below.

- Applicants may identify any barriers that may impede equitable access and participation in the proposed project or activity, including, but not limited to, barriers based on economic disadvantage, gender, race, ethnicity, color, national origin, disability, age, language, migrant status, rural status, homeless status or housing insecurity, pregnancy, parenting, or caregiving status, and sexual orientation.
- Applicants must respond to each question using the associated text box. Each text box allows approximately 4000 characters; therefore, if copying and pasting into the text box from another document be sure to check that everything copied.
- Applicants will receive an error message if any response is missing and will not be able to submit the application due to the missing information.
- Applicants that have already undertaken steps to address barriers must provide an explanation and/or description of the steps already taken in each text box, as appropriate.
- Applicants that believe no barriers exist must provide an explanation and/or description to each question to validate that perception and satisfy the GEPA Section 427 requirement.

## Electronic Notification Option for Grant Awards

If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); **OR** we may send you an e-mail containing a link to access G5, the Department's Grant Management System. The email will be sent to both the project director and certifying representative in order for them to view and print the Adobe Acrobat version of the electronically signed GAN. If neither the project director nor certifying representative is registered in G5, they will immediately be prompted to register once the link is accessed. **The electronic signature and issuance of the GAN makes it crucial that your application include correct email addresses for both the project director and certifying representative.**

**SECTION J**  
**COMMON QUESTIONS AND ANSWERS**  
**PROGRAM APPLICATION INDIRECT COST INSTRUCTIONS**  
**UNIQUE ENTITY IDENTIFIER (UEI) FACT SHEET**

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## COMMON QUESTIONS AND ANSWERS

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### **Q. What happens to my application after it is received in the Department?**

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- A. The Department's Application Control Center receives each application, assigns each an identifying number (PR/Award number), confirms receipt of applications, and sends the applications to the appropriate program office, which screens them for eligibility. The program conducts a peer review of all eligible applications sent to a program competition, ranks them and recommends the highest ranked applications for funding with exceptions as provided by law. The responsible official for the applicable program reviews the program office's recommendations, checks the adequacy of the documentation supporting the recommendations, and approves a final list, or slate, of recommended projects and funding amounts. RSA program staff discusses the recommendations with the successful applicants and award the grants.

### **Q. What happens to my application if the Department finds it to be ineligible?**

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- A. The Department immediately returns an application that does not meet the eligibility criteria for the particular program. A letter from the Department explaining why it is not being reviewed in the competition accompanies the application.

### **Q. How does the Department review an application?**

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- A. Each application is assessed by knowledgeable persons from outside and sometimes inside the Department who are asked for their judgments about the quality and significance of the proposed project. These persons represent a diversity of disciplines and institutional, regional, and cultural backgrounds. The advice of these experts is compiled by Departmental staff who comment on matters of fact or on significant issues that would otherwise be missing from the review. The results are then presented to the responsible official responsible for the program who approves the recommendations for funding.

### **Q. What Criteria do the reviewers use when scoring an application?**

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- A. Reviewers score each application using the selection criteria published in the *Federal Register* as part of the program regulations, which are given in Section E of this application package. Reviewers are instructed to use only the published criteria.

### **Q. Is a recommended application guaranteed funding?**

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- A. No. Funding is not final until discussions have been successfully concluded and a grant award notification has been signed by the grants office and mailed to the applicant.

### **Q. How do the invitational, competitive and absolute priorities differ?**

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#### **A. Invitational Priority**

The Secretary may simply invite applicants to meet a priority. However, an application that addresses invitational priorities receives no competitive or absolute preference over applications that do not meet this priority.

**Competitive Priority**

If a program uses weighted selection criteria, the Secretary may award selection points to an application that meets the priority. These points are in addition to any points the application earns under the selection criteria. The notice states the maximum number of additional points that the Secretary may award to applications that meet the priority in a particularly effective way. Or the Secretary may simply select applications that meet the competitive priority over applications of comparable merit that do not meet the priority.

**Absolute Priority**

Under an absolute priority, the Secretary may select for funding only those applications that meet the priority.

**Q. Can changes in the size of subsequent year awards be made after the multi-year budget has been negotiated?**

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- A. Yes, a grantee can renegotiate his or her multi-year budget and may be awarded additional funds if sufficient justification is presented to the Secretary and funds are available. Also, funds can be decreased if it is determined that the multi-year budget was overestimated.

**Q. How will funding continuation decisions be made?**

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- A. Grantees will be required to complete annual performance reports that describe the projects' accomplishments, evaluations and finances. These performance reports, along with other information, will be used by the Department to decide whether to continue funding projects.

## PROGRAM APPLICATION INDIRECT COST INSTRUCTIONS

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Each Program is required to select, and include in its application package, one of the following indirect cost instructions, as appropriate to the program.

**First Option** — *For programs reimbursing the full share of indirect costs (Full reimbursement), use the following:*

The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs in projects funded by the (NAME OF PROGRAM, 84.xxx). Any grantee charging indirect costs to a grant from this program must use the indirect cost rate negotiated with its *cognizant agency for indirect costs*.

**Note:** Applicants should pay special attention to specific questions on the application budget form (U.S. Department of Education Budget Information Non-Construction Programs Form 524 Sections A, B and C) about their cognizant agency and the indirect cost rate they are using in their budget.

If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency, ED generally will authorize the grantee to use a **temporary** rate of 10 percent of budgeted direct salaries and wages authorized under [EDGAR §75.560](#), or a **de minimis** rate of 10 percent of MTDC, as authorized under [2 CFR 200.414\(f\)](#).

In accordance with EDGAR §75.560, use of the **temporary** rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

- 1) The grantee must submit an indirect cost rate proposal to its cognizant agency within 90 days after ED issues the GAN.
- 2) If after the 90-day period, the grantee has not submitted an indirect cost rate proposal to its cognizant agency, the grantee may not charge its grant for indirect costs (except when ED finds exceptional circumstances, see [34 CFR § 75.560\(d\)\(2\)](#)) until it has negotiated an indirect cost rate agreement with its cognizant agency.
- 3) A grantee that opts to use the temporary rate, and that obtains a federally recognized indirect cost rate, may then use the federally recognized rate to retroactively claim indirect costs reimbursement. The recovery is subject to the following limitations:
  - a) The grantee may only recover indirect costs incurred on or after the date it submitted its indirect cost rate proposal to its cognizant agency, or at the start of the project period, whichever of the two occurs later.
  - b) The total amount of funds recovered by the grantee under the federally recognized indirect cost rate is reduced by the amount of indirect costs previously recovered under the temporary indirect cost rate.

- c) The grantee must obtain prior approval from the Secretary to shift direct costs to indirect costs in order to recover indirect costs at a higher negotiated indirect cost rate.
- d) The grantee may not request additional funds to recover indirect costs that it cannot recover by shifting direct costs to indirect costs.

In accordance with [2 CFR 200.414\(f\)](#), use of the **de minimis** rate of 10 percent of MTDC is subject to the following limitations:

- 1. State and local governments may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE) and non-profit organizations that have never had a negotiated indirect cost rate if:
  - a. The grant for which the applicant seeks support is not:
    - 1) Supported under a program that requires use of a restricted indirect cost rate;
    - 2) Supported under a program that requires the use of the ED training grant rate; or
    - 3) Supported under another program that prohibits or limits indirect cost recovery.
  - b. A grantee that decides to use the de minimis rate of 10 percent of MTDC must use the rate for at least one fiscal year for all its Federal awards and may continue to use the rate indefinitely thereafter until it decides to negotiate an agreement with its cognizant agency. MTDC consists of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e., subgrant or subcontract). The MTDC base excludes equipment, capital expenditures, charges for patient care, rental costs (distorting), tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
  - c. Once a grantee obtains a federally recognized indirect cost rate that is applicable to its grant, the grantee may use that indirect cost rate to claim indirect cost reimbursement; however, the reimbursement is subject to the following limitations:
    - 1) The grantee may only recover indirect costs incurred on or after the date it submitted its indirect cost rate proposal to its cognizant agency, or at the start of the project period, whichever of the two occurs later.

- 2) The total amount of funds recovered by the grantee under the federally recognized indirect cost rate is reduced by the amount of indirect costs previously recovered under the de minimis rate.
- 3) The grantee must obtain prior approval from the Secretary to shift direct costs to indirect costs in order to recover indirect costs at a higher negotiated indirect cost rate.
- 4) The grantee may not request additional funds to recover indirect costs that it cannot recover by shifting direct costs to indirect costs.

Applicants should be aware that ED is not always the cognizant agency for its own grantees. Rather, ED accepts, for the purpose of funding its awards, the current indirect cost rate established by the appropriate cognizant agency.

Applicants are encouraged to have an accountant calculate a proposed indirect cost rate using current information from its audited financial statements, actual cost data, or IRS Form 990. Applicants should use this proposed rate in their application materials and describe which of these methods they used to calculate the rate. Guidance related to calculating an indirect cost rate can be found on ED's website at:

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

Applicants with questions about using indirect cost rates under this program should contact the program contact person shown elsewhere in this application package or in the *Federal Register* application notice of MM/DD/YYYY, (FILL IN FED REG CITE HERE).

**Second Option — For programs with restricted indirect cost rates (Partial Reimbursement).**

The Department of Education (ED) generally reimburses a grantee for its indirect costs. These kinds of costs generally are recovered through an indirect cost rate that the grantee negotiates with its *cognizant agency for indirect costs*.

The statute authorizing (NAME OF PROGRAM, CFDA #) contains a supplement-not-supplant provision that requires a reduction in the indirect cost rate so that costs that are unallowable under the supplement-not-supplant program are not recovered through the indirect cost rate. To ensure that these types of costs are not recovered, grantees must use a restricted indirect cost rate when claiming indirect cost reimbursement (see [EDGAR § 75.563](#)). The detailed requirements of restricted rates are in the Education Department General Administrative Regulations (EDGAR) at §§75.563 and 76.563-569.

1. All grantees under supplement-not-supplant programs may only recover indirect costs at the restricted rate included on their negotiated indirect cost rate agreement. For guidance on how to calculate the restricted rate, an applicant that

already has a negotiated indirect cost rate and that plans to apply under this program should review ED's website at:

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

The applicant should then use this separate, restricted rate in estimating indirect costs in the budget submitted with its application.

2. Restricted rates for SEAs are included on the SEA's negotiated indirect cost rate agreement. Restricted rates for LEAs are negotiated with the SEA, using a methodology described in the State's indirect cost plan submitted under EDGAR § 75.561(b) and approved by the ED Indirect Cost Group (ICG).
3. Applicants for discretionary grants that are not a State or a local government and that do not have a negotiated restricted rate may use a temporary rate of 10 percent of budgeted direct salaries and wages until they negotiate a restricted rate.
  - a. In accordance with EDGAR §75.560, use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:
    - 1) The grantee must submit an indirect cost rate proposal to its cognizant agency within 90 days after ED issues the GAN.
    - 2) If after the 90-day period, the grantee has not submitted an indirect cost rate proposal to its cognizant agency, the grantee may not charge its grant for indirect costs (except when ED finds exceptional circumstances, see [34 CFR § 75.560\(d\)\(2\)](#)) until it has negotiated an indirect cost rate agreement with its cognizant agency.
  - b. Once a grantee obtains a federally recognized indirect cost rate that is applicable to its grant, the grantee may use that indirect cost rate to claim indirect cost reimbursement; however, the reimbursement is subject to the following limitations:
    - 1) The grantee may only recover indirect costs incurred on or after the date it submitted its indirect cost rate proposal to its cognizant agency, or at the start of the project period, whichever of the two occurs later.
    - 2) The total amount of funds recovered by the grantee under the federally recognized indirect cost rate is reduced by the amount of indirect costs previously recovered under the de minimis rate.
    - 3) The grantee must obtain prior approval from the Secretary to shift direct costs to indirect costs in order to recover indirect costs at a higher negotiated indirect cost rate.
    - 4) The grantee may not request additional funds to recover indirect costs that it cannot recover by shifting direct costs to indirect costs.

4. An applicant that is not a State or local government that already has a regular indirect cost rate must provide a copy of its rate agreement to ICG as the starting point for negotiating a restricted rate with the ICG.
5. If an applicant, other than a State or local government, does not want to negotiate a restricted rate agreement, the applicant has the option of charging indirect costs at 8 percent of the MTDC of its grant for the life of the grant in accordance with EDGAR § 76.564(c)(2)<sup>1</sup>, unless the ICG determines that the actual restricted indirect cost rate is lower than 8 percent of MTDC. If the ICG determines that the actual restricted indirect cost rate is lower, the ICG requires that the lower rate be used in the applicant's budget. If a non-governmental applicant chooses to charge indirect costs at 8 percent of its MTDC, it must maintain records available for audit, demonstrating that the applicant incurred indirect costs of at least 8 percent of MTDC.
6. For grants under restricted rate programs, EDGAR § 76.569 requires that grantees multiply their restricted indirect cost rate by the "total direct costs of the grant minus capital outlays, sub-grants, and other distorting or unallowable items as specified in the grantee's indirect cost rate agreement." This calculation is known as multiplying by a modified total direct cost base.
7. Applicants may have an accountant calculate a proposed restricted indirect cost rate using current information from their audited financial statements and actual cost data. Applicants should use this proposed restricted rate in their application materials and describe which of these methods they used to calculate the rate. Guidance related to calculating a restricted indirect cost rate can be found on ED's website at the above referenced link.
8. Applicants must bear in mind that items of cost excluded from restricted indirect cost rates may not be charged to grants as direct cost items, nor may they be used to satisfy matching or cost-sharing requirements under a grant or charged to other Federal awards.
9. Applicants should be aware that ED is not always the cognizant agency for its own grantees. For restricted indirect cost rates, ED will negotiate the rate with grantees and provide the approved restricted rate to the cognizant agency for inclusion on the rate agreement.

Applicants with questions about using restricted indirect cost rates under this program should contact the program contact person shown elsewhere in this application package or in the *Federal Register* application notice of MM/DD/YYYY, (FILL IN FED REG CITE HERE).

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<sup>1</sup> The 8 percent training grant rate under EDGAR § 75.562 should not be confused with the 8 percent rate under EDGAR § 75.564(d), which incorporates EDGAR § 76.564(c).

**Third Option — For programs that are designated training grants  
(Limited reimbursement at 8 percent).**

Some or all the grants awarded under (NAME OF PROGRAM, 84.xxx) have been designated training grants. The Education Department General Administrative Regulations (EDGAR) limit reimbursement of indirect costs under training grants to non-governmental grantees. 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 8 percent of MTDC, whichever rate is lower.

**Note:** This limitation does not apply to State agencies, local governments or federally-recognized Indian tribal governments. [[EDGAR §75.562\(c\)\(2\)](#)]

Applicants should be aware that indirect cost amounts exceeding the limitation, described in the first paragraph of this section, may not be charged to direct cost categories, used to satisfy matching or cost-sharing requirements, or charged to another Federal award. [[EDGAR §75.562\(c\)\(5\)](#)]

Although applicants are not required to submit with their application a copy of their indirect cost agreement to claim the 8 percent training rate for funding received in this program, if they are awarded a grant, they must have documentation available for audit that shows that the indirect costs incurred under the grant are at least 8 percent of MTDC.

If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency, the Department of Education (ED) generally will authorize the grantee to use a **temporary** rate of 10 percent of budgeted direct salaries and wages authorized under [EDGAR §75.560](#), or a **de minimis** rate of 10 percent of MTDC, as authorized under [2 CFR 200.414\(f\)](#).

In accordance with EDGAR §75.560, use of the **temporary** rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee must submit an indirect cost rate proposal to its cognizant agency within 90 days after ED issues the GAN.
2. If after the 90-day period, the grantee has not submitted an indirect cost rate proposal to its cognizant agency, the grantee may not charge its grant for indirect costs (except when ED finds exceptional circumstances, see 34 CFR § 75.560(d)(2)) until it has negotiated an indirect cost rate agreement with its cognizant agency.
3. A grantee that opts to use the temporary rate, and that obtains a federally recognized indirect cost rate, may then use the federally recognized rate to retroactively claim indirect costs reimbursement. The recovery is subject to the following limitations:
  - 1) The grantee may only recover indirect costs incurred on or after the date it submitted its indirect cost rate proposal to its cognizant agency, or at the start of the project period, whichever of the two occurs later.

- 2) The total amount of funds recovered by the grantee under the federally recognized indirect cost rate is reduced by the amount of indirect costs previously recovered under the temporary indirect cost rate.
- 3) The grantee must obtain prior approval from the Secretary to shift direct costs to indirect costs in order to recover indirect costs at a higher negotiated indirect cost rate.
- 4) The grantee may not request additional funds to recover indirect costs that it cannot recover by shifting direct costs to indirect costs.

**Fourth Option — *For programs that do not provide indirect cost reimbursement under awards (No reimbursement).***

The (NAME OF PROGRAM, CFDA 84.xxx) program does not reimburse grantees for indirect costs they incur in carrying out a project funded under the program. Therefore, applicants should not show any dollar amounts for indirect costs on either line 10 of the U.S. Department of Education Budget Information Non-Construction Programs Form 524 Sections A, B and C, or in their budget narrative.

Applicants should also be aware that unreimbursed indirect costs under grants of this program may not be charged as direct cost items in the same award, used to satisfy matching or cost-sharing requirements, or charged to another Federal award.

## UNIQUE ENTITY IDENTIFIER (UEI) FACT SHEET

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The Federal Government has transitioned from the use of the DUNS Number to the Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. UEIs are required in accordance with [2 CFR Part 25](#), and the transition from DUNS to UEI has resulted in the UEI being issued by the Federal Government in [SAM.gov](#). This means entities no longer rely on a third-party to obtain an identifier (i.e., a DUNS issued by Dun and Bradstreet). This change streamlines the entity identification and validation process, making it easier and less burdensome for entities to do business with the Federal Government. Information addressing the reasons for this transition is available at [The New Unique Entity Identifier is Here](#) and at [Why has SAM.gov changed from the DUNS Number to the Unique Entity ID?](#)

Here is what you need to know about this recent transition:

### 1. Direct Grant Recipients and Grant Applicants

- a. If your organization is currently registered in [SAM.gov](#) with either an active or inactive registration, you have already been assigned a UEI. Your UEI is viewable on your entity's registration record in SAM.gov. To learn how to view your UEI, see this guide: [How can I view my Unique Entity ID?](#)
  - On **April 4, 2022**, the Integrated Award Environment (IAE) systems (i.e., SAM.gov, FPDS, eSRS,FSRS, FAPIIS, and CPARS) complied with the Federal Government's requirement to end use of the DUNS Number for Federal award management.<sup>2</sup> **The U.S. Department of Education's Grants Management System (G5) implemented this transition on April 4, 2022.**

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<sup>2</sup> [SAM.gov](#) – Or the System for Awards Management is the official site for registering to do business with the Federal Government.

[FPDS.gov](#) – Or the Federal Procurement Data System is the official site for reporting contracts whose estimated value is \$10K or more.

[eSRS.gov](#) – Or the Electronic Subcontracting Reporting System is the official site for reporting subcontracts. [FSRS.gov](#) – Or the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) is the official reporting site that Federal prime awardees (i.e., prime contractors and prime grants recipients) use to capture and report subaward and executive compensation data regarding their first-tier subawards.

[FAPIIS.gov](#) – Or the Federal Awardee Performance and Integrity Information System is the official site in which records are entered and searchable related to Administrative Agreements, Defective Pricing, DoD Determination of Contractor Fault, Non- Responsibility Determination, Recipient Not-Qualified Determination, Termination for Cause, Termination for Default, Termination for Material Failure to Comply, Suspension/Debarment information if the entity has any of these records, and Administrative Proceedings information.

[CPARS.gov](#) – Or the Contractor Performance Assessment Reporting System is the official site in which Federal agencies can create and measure the quality and timely reporting of contractor performance information, and where contractors can review this information and provide comment.

- If you have an inactive registration or need to update your registration, you must ensure that your renewal or updates occur on time and as required, but this does not affect whether you have been assigned a UEI. If you have a registration, you already have a UEI. If your registration has expired, you have been assigned a UEI, but you will need to renew your registration. You can access instructions addressing how to renew your entity registration at: [How to Renew or Update an Entity](#).
- If you are not registered in [SAM.gov](#), create a new registration by clicking on the “Get Started” link under the “Register Your Entity...” heading in [SAM.gov](#). Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), that are not already registered in [SAM.gov](#) must complete the full “**Register Entity**” registration option and **NOT** the abbreviated “Get a Unique Entity ID” option. The “Get a Unique Entity ID” option, which is not a full registration, is only available to entities that are not grantees (i.e., direct recipients of a U.S. Department of Education grant) and to entities that do not wish to apply for a Federal grant. Failing to complete the “**Register Entity**” option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award.
- Once assigned, the UEI number will never expire; however, entity registrations do expire annually and require annual renewal. Please ensure that your organization renews its registration prior to the expiration date. The expiration date is listed in your entity record in [SAM.gov](#).

## 2. Subrecipients

- a.) Subrecipients must have a UEI; however, the U.S. Department of Education does not require subrecipients under its grants to register their UEIs in SAM.gov. Unless item 2(b) applies, subrecipients that do not have a UEI may complete the abbreviated “**Get a Unique Entity ID**” option and **NOT** the full “Register Entity” registration option to obtain a UEI. Since the UEI validates the subrecipient’s legal business name and address, subrecipients must update this information when changes occur. For information about how to obtain a UEI without registering an entity, and the difference between only getting a UEI and registering an entity, view the [How to get a Unique Entity ID](#) video.
- b.) The following exception to item 2(a) applies to subrecipients. When subrecipients under U.S. Department of Education grants are also **direct** recipients of U.S. Department of Education grants and/or **direct** recipients of other Federal agency grants, and/or they wish to apply for a Federal grant as a direct recipient, these subrecipients must have an active UEI registration in SAM.gov. Subrecipients that are currently registered in [SAM.gov](#) with either an active or inactive registration have been assigned their UEI. If a subrecipient’s registration has expired, it has been assigned a UEI, but it will need to renew its registration. Registrations expire annually and require annual renewal. To renew expired registrations, these entities may follow the instructions at: [How to Renew or Update an Entity](#). Subrecipients without a registration that are also direct grant recipients under other Federal awards, and/or that wish to apply for a Federal grant as a direct recipient, must register by clicking on the “Get Started” link under the “Register Your Entity...” heading in [SAM.gov](#) and complete the full “**Register Entity**” registration option.

### 3. Where to get help

- a.) The Federal Service Desk, available at [FSD.gov](https://www.fsd.gov), is the help desk that has been established for all IAE systems. [FSD.gov](https://www.fsd.gov) includes resources that address the recent UEI transition and these resources are available at: [Help for the Transition from DUNS to Unique Entity Identifier \(UEI\)](#).

There are resources available for grantees, subrecipients, contractors, subcontractors, and Federal employees who use [SAM.gov](https://www.sam.gov), and for individuals who search for entities on [SAM.gov](https://www.sam.gov). For example, there are FAQs available that are organized by how an individual uses [SAM.gov](https://www.sam.gov) based on their roles and responsibilities ([FAQs and Resources Based on What You Do in SAM.gov](#)) that are particularly helpful.

- b.) If you have questions about UEIs or the recent UEI transition that are not answered in the FAQs or in other resources available at [FSD.gov](https://www.fsd.gov), you may contact the [FSD.gov](https://www.fsd.gov) by calling, or by choosing “Create an Incident” or engaging in a “Live Chat.”
- c.) For other questions related to your grant, please contact your Education Program Contact listed in box 3 of your Grant Award Notification, or as identified in any other applicable documentation provided by the U.S. Department of Education.