

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION
WASHINGTON, D.C. 20202**

www.ed.gov/ovae

**FY 2011
APPLICATION FOR GRANTS
UNDER THE LINCS REGIONAL PROFESSIONAL DEVELOPMENT
CENTERS PROGRAM**

CFDA Number: 84.191B

FORM APPROVED

OMB no. 1894-0006, Expiration Date: 09/30/2011



DATE MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: August 1, 2011

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 OMB 1894-0006. The time required to complete this information collection is estimated to average 90 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Noreen Lopez, Office of Vocational and Adult Education, U.S. Department of Education, 400 Maryland Avenue, S.W., PCP 11012, Washington D.C. 20202-7100.

June 30, 2011

Dear Colleague:

Thank you for your interest in the LINCS Regional Professional Development Center (RPDC) competition for eligible agencies, under the Adult Education and Family Literacy Act (AEFLA), 20 U.S.C. 9201.

Through the LINCS RPDC grants funded under this competition, we intend to support evidenced-based virtual or in-person adult education professional development (AEPD) activities, in order to assist adult educators in providing high-quality adult education instruction and services to adult learners. In addition, the LINCS RPDC grants will enhance the quality of adult education and literacy nationwide, by disseminating information on evidence-based resources in the LINCS Resource Collection. By continuing the more than 16 years of LINCS services to the field, our goal is to assist States to improve the quality of adult education services, so that more adults become “college ready” and actually transition to postsecondary education.

We have included the following materials with this grant competition package: forms needed to complete the application, comprehensive instructions, and additional application information. Applicants should organize the application contents, including the program narrative, in accordance with the instructions provided with this package. Also, please note that project narratives exceeding the established page limit will not be reviewed. If you have questions about these or any other program requirements, please contact Noreen Lopez at 202-245-6309, noreen.lopez@ed.gov; or, you may also contact Christopher Coro at 202-245-7717, christopher.coro@ed.gov.

Applications must be submitted electronically. Do not email a copy of your application directly to the Department. Additionally, all federal grant opportunities require applicants to complete the one-time registration process prior to submitting the grant application. Both this registration portal and the *Getting Started* guide for applicants are available at: <http://www.grants.gov/>.

Electronic copies may be uploaded prior to but no later than the closing date August 1, 2011 at: <http://www.grants.gov/>. Electronic copies uploaded on the closing date must be submitted before 4:30 PM, Washington, D.C. time. Finally, we encourage you to carefully review your entire submission, to ensure that the correct forms and instructions have been used to submit your grant application.

We look forward to receiving your application, and we appreciate your efforts to improve adult education instruction and services.

Cheryl L. Keenan
Director
Division of Adult Education and Literacy

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TRANSMITTAL INSTRUCTIONS:

Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must—

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

Other Submission Requirements: **Applications for grants under this competition must be submitted electronically unless you qualify for an exception** to this requirement in accordance with the instructions in this section.

a. **Electronic Submission of Applications.**

Applications for grants under the LINC'S Regional Professional Development Centers, CFDA Number 84.191B, must be submitted electronically using Government wide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under **Exception to Electronic Submission Requirement.**

Address and mail or fax your statement to: Noreen Lopez, U.S. Department of Education, 400 Maryland Avenue, SW., PCP, room 11012, Washington, DC 20202-7240. FAX: (202) 245-7171.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. **Submission of Paper Applications by Mail.**

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.191B)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

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

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.191B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

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.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization’s e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: <http://www.grants.gov/securitycommebiz/>.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/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 before 4:30:00 p.m. Washington, DC time on the deadline date.

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

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely 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 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. 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/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

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

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

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

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

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

Dial-Up Internet Connections

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

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach **PDF files only** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs
2. 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.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. 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 totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

2/2011

OVERVIEW INFORMATION

Applications Available: June 30, 2011

Deadline for Notice of Intent to Apply: July 11, 2011

Deadline for Transmittal of Applications: August 1, 2011

Project Period: Up to 36 months

Page Limit: Application narrative – no more than 50 pages

Eligible Applicants

The following entities are eligible to apply under this competition:

- (a) Institutions of higher education.
- (b) Public or private nonprofit agencies or organizations.
- (c) Consortia of eligible institutions, organizations, or agencies. Eligible applicants seeking to apply as a consortium must comply with the regulations in 34 CFR 75.127 through 75.129, which address group applications.

Purpose of Program

The Literacy Information and Communication System (LINCS) Regional Professional Development Centers (RPDCs) program is authorized under title II of the Workforce Investment Act of 1998 (WIA) (20 U.S.C. 9253(2)(H)), the Adult Education and Family Literacy Act (AEFLA). Under section 243 of the AEFLA, the Secretary is authorized to establish and carry out a program of national leadership activities to enhance the quality of adult education and literacy programs nationwide. Through the LINCS RPDC grants funded under this competition, we intend to support evidenced-based virtual or in-person adult education professional development (AEPD) activities in order to assist educators who provide adult education services¹ or adult education instruction² to adult learners (adult educators). In addition, the LINCS RPDC grants will enhance the quality of adult education and literacy nationwide by disseminating information to each eligible agency responsible for administering or supervising policy for adult education and literacy programs under section 203(4) of the AEFLA³ (eligible agency), and to adult education and related organizations within each State and outlying area.

¹ Adult education services (e.g., career counseling, transportation counseling, education counseling) are provided to adult learners by educators who may include staff of eligible providers identified in section 203(5) of the AEFLA, as well as State staff responsible for the implementation of adult education programs.

² Adult education instruction (e.g., instruction in basic literacy, mathematics, and English language skills) is provided to adult learners by educators who may include adult education teachers and other instructional personnel of eligible providers identified in section 203(5) of the AEFLA.

³ Section 203(4) of the AEFLA defines the term “eligible agency” as “the sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively.”

LEGAL AND REGULATORY DOCUMENTS

Program Authority

This project is authorized under The Adult Education and Family Literacy Act, Title II of the Workforce Investment Act of 1998 (P.L.105-220), Section 243, National Leadership Activities. Section 243 allows the Secretary of Education to establish and carry out a program of national leadership activities to enhance the quality of adult education and literacy programs nationwide.

Program Statute: The relevant section of the Adult Education and Family Literacy Act is included below.

SEC. 243. NATIONAL LEADERSHIP ACTIVITIES.

The Secretary shall establish and carry out a program of national leadership activities to enhance the quality of adult education and literacy programs nationwide. Such activities may include the following:

(1) Technical assistance, including--

(A) assistance provided to eligible providers in developing and using performance measures for the improvement of adult education and literacy activities, including family literacy services;

(B) assistance related to professional development activities, and assistance for the purposes of developing, improving, identifying, and disseminating the most successful methods and techniques for providing adult education and literacy activities, including family literacy services, based on scientific evidence where available; and

(C) assistance in distance learning and promoting and improving the use of technology in the classroom.

(2) Funding national leadership activities that are not

described in paragraph (1), either directly or through grants, contracts, or cooperative agreements awarded on a competitive basis to or with postsecondary educational institutions, public or private organizations or agencies, or consortia of such institutions, organizations, or agencies, such as--

(A) developing, improving, and identifying the most successful methods and techniques for addressing the education needs of adults, including instructional practices using phonemic awareness, systematic phonics, fluency, and reading comprehension, based on the work of the National Institute of Child Health and Human Development;

(B) increasing the effectiveness of, and improving the quality of, adult education and literacy activities, including family literacy services;

(C) carrying out research, such as estimating the number of adults functioning at the lowest levels of literacy proficiency;

(D)(i) carrying out demonstration programs;

(ii) developing and replicating model and innovative programs, such as the development of models for basic skill certificates, identification of effective strategies for working with adults with learning disabilities and with individuals with limited English proficiency who are adults, and workplace literacy programs; and

(iii) disseminating best practices information, including information regarding promising practices resulting from federally funded demonstration programs;

(E) providing for the conduct of an independent evaluation and assessment of adult education and literacy activities through studies and analyses conducted independently through grants and contracts awarded on a competitive basis, which evaluation and assessment shall include descriptions of--

(i) the effect of performance measures and other measures of accountability on the delivery of adult education and literacy activities, including family literacy services;

(ii) the extent to which the adult education and literacy activities, including family literacy services, increase the literacy skills of adults (and of children, in the case of family literacy services), lead the participants in such activities to involvement in further education and training, enhance the employment and earnings of such participants, and, if applicable, lead to other positive outcomes, such as reductions in recidivism in the case of prison-based adult education and literacy activities;

(iii) the extent to which the provision of support services to adults enrolled in adult education and family literacy programs increase the rate of enrollment in, and successful completion of, such programs; and

(iv) the extent to which eligible agencies have distributed funds under section 231 to meet the needs of adults through community-based organizations;

(F) supporting efforts aimed at capacity building at the State and local levels, such as technical assistance

in program planning, assessment, evaluation, and monitoring of activities carried out under this subtitle;

(G) collecting data, such as data regarding the improvement of both local and State data systems, through technical assistance and development of model performance data collection systems; and

(H) other activities designed to enhance the quality of adult education and literacy activities nationwide.

Program Regulations

The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99. <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

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

4000-01-U

DEPARTMENT OF EDUCATION

Applications for new awards; Literacy Information and Communication System Regional Professional Development Centers

AGENCY: Office of Vocational and Adult Education, Department of Education.

ACTION: Notice.

Overview Information:

Literacy Information and Communication System Regional Professional Development Centers Program

Notice inviting applications for new awards using fiscal year (FY) 2010 funds for FY 2011.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.191B.

Dates:

Applications Available: June 30, 2011.

Deadline for Notice of Intent to Apply: July 11, 2011.

Deadline for Transmittal of Applications: August 1, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Literacy Information and Communication System (LINCS) Regional Professional Development Centers (RPDCs) program is authorized under title II of the Workforce Investment Act of 1998 (WIA) (20 U.S.C. 9253(2)(H)), the Adult Education and Family Literacy Act (AEFLA). Under section 243 of the AEFLA, the Secretary

is authorized to establish and carry out a program of national leadership activities to enhance the quality of adult education and literacy programs nationwide. Through the LINCS RPDC grants funded under this competition, we intend to support evidenced-based virtual or in-person adult education professional development (AEPD) activities in order to assist educators who provide adult education services⁴ or adult education instruction⁵ to adult learners (adult educators). In addition, the LINCS RPDC grants will enhance the quality of adult education and literacy nationwide by disseminating information to each eligible agency responsible for administering or supervising policy for adult education and literacy programs under section 203(4) of the AEFLA⁶ (eligible agency), and to adult education and related organizations within each State and outlying area.

Background: President Obama is committed to ensuring that America will once again lead the world in college completion by 2020. To help achieve this goal, the Department supports States to improve the effectiveness of teachers and school leaders, strengthen the use of data to improve instruction, provide high-quality instruction based

⁴ Adult education services (e.g., career counseling, transportation counseling, education counseling) are provided to adult learners by educators who may include staff of eligible providers identified in section 203(5) of the AEFLA, as well as State staff responsible for the implementation of adult education programs.

⁵ Adult education instruction (e.g., instruction in basic literacy, mathematics, and English language skills) is provided to adult learners by educators who may include adult education teachers and other instructional personnel of eligible providers identified in section 203(5) of the AEFLA.

⁶ Section 203(4) of the AEFLA defines the term "eligible agency" as "the sole entity or agency in a State or an outlying area responsible for administering or supervising policy for adult education and literacy in the State or outlying area, respectively, consistent with the law of the State or outlying area, respectively."

on rigorous college- and career-ready standards, and measure students' mastery of standards using high-quality assessments aligned with those standards. Improving the education and literacy of the adult learner population is an important component in attaining the President's goal. Improving adult literacy hinges on the dissemination and effective delivery of high-quality, evidence-based AEPD. For the past 16 years, LINCS Regional Resource Centers (RRCs) have been supported by funding under section 242 of the AEFLA. *The LINCS network* provides information on a wide variety of literacy-related topics and resources⁷ to assist adult educators in providing adult education services. As part of the LINCS network, the Department currently funds three LINCS RRCs, which collaborate with adult education and related organizations to disseminate high-quality literacy education resources (e.g., online materials) to adult educators, as well as to provide virtual and in-person AEPD and technical assistance to adult educators. The current RRCs provide training and workshops for adult educators using evidenced-based materials and assist adult educators in using online adult education instructional resources available through the LINCS network. The

⁷ The LINCS network provides a centralized point of access to information about adult literacy and an infrastructure to facilitate communication for adult educators (*see* <http://lincs.ed.gov/>). The components of the *LINCS network*, coordinated by the Department, currently include (1) a resource collection of research- and evidence-based resources and online discussion lists on topics such as reading, mathematics, English as a second language, transitions to postsecondary education, and workforce preparation (the Resource Collection); (2) a technology database and Web site infrastructure provided under a technical services contract; and (3) a regional system of three LINCS Regional Resource Centers.

project period for the three LINCS RRCs will end on September 30, 2011.

Through this competition, the Department plans to award up to four cooperative agreements to entities to serve as LINCS RPDCs⁸. As outlined in the Demonstrate capacity requirement in this notice, the RPDCs to be supported through this competition are designed to: (1) disseminate information on the materials and the AEPD in the LINCS Resource Collection⁹ to each eligible agency in the region that the applicant proposes to serve pursuant to the Select a region requirement in this notice (the applicant's selected region), and to adult education and related organizations within each State and outlying area in that region; (2) collaborate closely with eligible agencies to organize and deliver virtual or in-person AEPD; and (3) foster the use of new technologies, including virtual moderated communities of practice¹⁰ (CoP), for adult educators. The Department plans to award grants for the RPDCs under the terms of cooperative agreements, giving the Department substantial direct operational

⁸ The current cooperative agreements under section 242 of the AEFLA for the three LINCS RRCs expire September 30, 2011. The three current RRCs develop and deliver professional development to recipients approved by the National Institute for Literacy (NIFL). Congress did not appropriate funds for NIFL in FY 2010. Therefore, the LINCS projects will be funded under section 243 of the AEFLA, National Leadership Activities. The LINCS RPDCs funded under this competition will be required to use professional development designed by the LINCS Resource Collection contractor with direction from and approval by the Department.

⁹ For more information on the LINCS Resource Collection, see http://lincs.ed.gov/lincs/resourcecollections/resource_collections.html.

¹⁰ Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly (see <http://www.ewenger.com/theory/>).

involvement in the management and implementation of the activities undertaken by the RPDCs.

In conducting the required activities under the cooperative agreements awarded under this competition, LINCS RPDC grantees must (1) use the LINCS Resource Collection materials and other AEPD materials available on the Department's LINCS Web site for dissemination and AEPD, and (2) work collaboratively with the Department's LINCS Resource Collection contractor and the LINCS technical services contractor to meet the project's goals, objectives, and outcomes as required in paragraph (a) of the Develop a project design requirement in this notice. By structuring the required activities under the cooperative agreements in this way, the Department can build on earlier investments in the LINCS network and support new projects that use evidenced-based learning practices to improve adult literacy.

We are requiring that applicants select a single region that they propose to serve and agree to provide AEPD to each eligible agency in each State and outlying area in that region, as well as to adult education and related organizations within each State and outlying area in that region. This regional structure, which aligns with the Department's regional organization for the administration of adult education program services¹¹, is designed to ensure that adult

¹¹ Adult education services are those services provided by the Division of Adult Education and Literacy within the Office of Vocational and Adult Education to

educators and each eligible agency have direct access to AEPD through a LINCS RPDC.

Priority: We are establishing this priority for a competition using FY 2010 funds in FY 2011, and any subsequent year in which we make awards from the list of unfunded applicants from this competition, in accordance with section 437(d) (1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d) (1).

Competitive Preference Priority: This priority is a competitive preference priority. Under 34 CFR 75.105(c) (2) (i), we award up to an additional 15 points to an application, depending on how well the application meets this priority.

This priority is:

Demonstrated Experience in Providing Evidence-Based Professional Development for a Diverse Population of Adult Educators.

This priority provides a competitive preference for applicants that demonstrate that they have previous experience in facilitating AEPD for adult educators, using both virtual and in-person formats. To meet this priority, in its application, an applicant must--

(a) Describe the applicant's previous experience in providing AEPD to adult educators, using virtual and in-person formats;

support States in the administration of formula and discretionary grants under the AEFLA.

(b) Describe the characteristics of the populations of adult educators to whom the applicant has provided AEPD in the past, including, at a minimum--

(1) The type of geographic location (e.g., urban, rural, suburban) of the adult educators to whom the applicant has provided AEPD; and

(2) The institutional affiliation (e.g., public school, community college, correctional facility, community-based organization) of the adult educators to whom the AEPD was provided; and

(c) Provide supporting evidence of the quality of the applicant's past AEPD by including at least one of the following:

(1) A summary of the participant evaluation ratings for at least three of its past AEPD training sessions of 12 hours of instruction or more.

(2) Letters endorsing the quality of the applicant's past AEPD from eligible agencies in at least three States or outlying areas within the applicant's selected region.

Requirements: We are establishing these requirements for a competition using FY 2010 funds for FY 2011, and for any subsequent year in which we make awards from the list of unfunded applicants from this competition, in accordance with section 437(d)(1) of GEPA, 20, U.S.C. 1232(d)(1).

1. Select a region. To be eligible for funding under this competition, an applicant must, in its application, select one of the following regions to serve during the project period and describe its rationale for selecting that region:

(a) Region 1--Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands.

(b) Region 2--Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

(c) Region 3--Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

(d) Region 4--Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the Republic of Palau.

2. Demonstrate capacity. To receive a grant under this competition, an applicant must demonstrate, in its application, that it has the capacity to--

(a) Implement effective approaches to AEPD by establishing collaborations with adult education and related organizations that

help adult educators use evidence-based instructional practices in the applicant's selected region;

(b) Disseminate information about the materials and the AEPD in the LINCS Resource Collection to the eligible agency in each State and outlying area in the applicant's selected region and to adult education and related organizations within each State and outlying area in that region;

(c) Work with the Department's LINCS Resource Collection contractor and the LINCS technical services contractor to achieve the project goals, objectives, and outcomes of the application;

(d) Provide AEPD to adult educators using the evidence-based resources in the LINCS Resource Collection;

(e) Provide virtual or in-person AEPD, using materials from the LINCS Resource Collection, to each eligible agency in the applicant's selected region that requests AEPD;

(f) Provide virtual or in-person AEPD through collaborations with adult education and related organizations by using various formats (e.g., workshops, on-line courses, or other formats identified by the applicant) to help adult educators use evidence-based instructional practices designed to improve adult learners' basic literacy, mathematics, and English language skills and increase adult learners' rates of progression along their educational or occupational pathways;

(g) Organize and deliver AEPD that addresses priority AEPD topics identified in collaboration with the Department at the Department's post-award meeting;

(h) Foster the use of new technologies, including virtual moderated CoPs, and provide training for adult educators in the use of those technologies, including virtual moderated CoPs, to improve adult education teaching and learning; and

(i) Collect data on and evaluate the effectiveness of the training that it provides.

3. Provide a comprehensive high-quality regional AEPD and dissemination plan. The applicant must include in its application a plan for the development, implementation, and dissemination of comprehensive high-quality regional AEPD that improves adult learners' basic literacy, mathematics, and English language skills, and increases adult learners' rates of progression along their educational or occupational pathways. In the plan, the applicant must specify the procedures it will use to--

(a) Ensure 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;

(b) Disseminate information about the materials and the AEPD in the LINCS Resource Collection to each eligible agency in the

applicant's selected region, and to adult education and related organizations within each State and outlying area in that region;

(c) Assess the AEPD needs of adult educators in each State and outlying area in the applicant's selected region that requests AEPD;

(d) Based on the results of the assessment described in paragraph (c) of this section, identify and provide evidence-based, cost-effective AEPD using materials in the LINCS Resource Collection to the adult educators in each State and outlying area in the applicant's selected region that requests AEPD;

(e) Enhance capacity of the RPDC to use various approaches to providing AEPD (on helping adult educators use evidence-based instructional practices) for each eligible agency in the applicant's selected region that will be receiving AEPD by establishing collaborations with adult education and related organizations;

(f) Identify the factors that it will consider when determining which formats (in accordance with paragraph (f) of the Demonstrate capacity requirement in this notice) to use for providing AEPD to adult educators;

(g) Organize and manage the AEPD that the RPDC will provide using its own staff or recognized AEPD trainers from the LINCS Resource Collection directory of AEPD trainers¹² (AEPD trainers), or both;

¹² Under the new contract to be awarded for the LINCS Resource Collection, a directory of AEPD trainers will be developed in consultation with the RPDCs and the Department. The AEPD trainers listed in this directory will be selected based on

(h) Foster the use of new technologies, including virtual moderated CoPs, and provide AEPD to adult educators in the use of those technologies to improve the technology skills of adult educators;

(i) Assess the outcomes of the AEPD it provides and the outcomes of its dissemination of AEPD-related information;

(j) Plan and implement, in coordination with the Department, no less than two five-day AEPD sessions using Learning to Achieve¹³ for a minimum of 40 adult educators from the applicant's selected region; and

(k) Implement the AEPD sessions described in paragraph (j) of this section, by at a minimum--

(1) Securing meeting facilities;

(2) Providing materials and supplies; and

(3) Implementing meeting logistics, including by--

(A) Coordinating with the LINCS Resource Collection to ensure that the appropriate number of qualified AEPD trainers is assigned to each session; and

(B) Planning the budget for costs related to--

criteria that include content area expertise, experience, and knowledge related to adult education.

¹³ "Learning to Achieve" is a program offered in conjunction with the Department that is designed to build State capacity to increase the achievement of students with learning disabilities. This program includes an integrated set of research-based resources, and professional development materials based on the latest rigorous research. These resources and materials are designed to increase teacher effectiveness in providing services to adults with learning disabilities. Information about this program can be found at <http://lincs.ed.gov/programs/learningtoachieve/learningtoachieve.html>

(i) Travel, per diem, and lodging for participants and trainers;

(ii) Meeting facilities and equipment rental; and

(iii) Meeting materials and supplies.

4. Identify advisory partners and the extent of their participation. An applicant that is awarded a cooperative agreement under this competition must--

(a) Identify at least one advisory partner in each State and outlying area in the applicant's selected region that will--

(1) Assist in the implementation of the project;

(2) Ensure equitable access to virtual or in-person AEPD for each State and outlying area in the applicant's selected region that requests such AEPD; and

(3) Ensure efficient use of resources;

(b) Include an advisory partner participation plan that describes--

(1) The rationale for selecting the advisory partners;

(2) How each advisory partner will--

(i) Participate in the proposed project through conference calls, in person meetings, or other means identified by the applicant; and

(ii) Assist the RPDC in achieving its project goals, objectives, and outcomes described in the Develop a project design requirement in this notice.

(c) Provide a letter of commitment from each advisory partner that indicates each advisory partner's capacity to--

(1) Assist in the dissemination of information about the materials and the AEPD in the LINCS Resource Collection to adult educators in their State or outlying area in the applicant's selected region;

(2) Assist in identifying the AEPD needs of adult educators and eligible agencies in their State or outlying area in the applicant's selected region that request such AEPD; and

(3) Assist in providing AEPD to adult educators and eligible agencies in States and outlying areas in the applicant's selected region that request such AEPD.

5. Develop a project design. The applicant must submit, as part of its application, a project design for the proposed project. The project design must include--

(a) Project goals, objectives, and outcomes for the three years of the proposed project, including but not limited to--

(1) The methods for dissemination of information about the materials and AEPD in the LINCS Resource Collection to adult educators in each State and outlying area in the applicant's selected region, and to adult education and related organizations within each State and outlying area in that region;

(2) How the applicant will determine (in accordance with paragraph (f) of the Develop capacity requirement in this notice) the formats it will use to provide AEPD to the adult educators in each State and outlying area in the applicant's selected region that requests such AEPD;

(3) The number of adult educators it proposes to provide AEPD in each year of the project;

(4) How the applicant will involve the advisory partners in achieving the project goals, objectives, and outcomes; and

(5) How the applicant will assess--

(A) The effectiveness of its dissemination of information about the materials and AEPD in the LINCS Resource Collection to adult educators in each State and outlying area in the applicant's selected region; and

(B) The quality of the AEPD it provides to adult educators in each State and outlying area in the applicant's selected region that requests such AEPD.

(b) A description of the process for implementing the priorities that will be established in collaboration with the Department at the Department's post-award meeting, for providing virtual or in-person AEPD to each State and outlying area in the applicant's selected region that requests such AEPD.

(c) A description of how the applicant would use data and information on first-year outcomes in paragraph (a) of this section

to modify project goals, objectives, and outcomes for years two and three of the project period.

(d) A description of how progress on each project goal, objective, and outcome would be reported, on a quarterly basis, to the Department.

6. Propose a management plan. The applicant must submit, as part of its application, a management plan for the proposed project that--

(a) Identifies activities to be undertaken to accomplish each project goal, objective, and outcome, including, at a minimum, the required project activities described in paragraph (c) (3) of this section;

(b) Assigns responsibility for the completion of the activities identified in accordance with paragraph (a) of this section to specific project personnel, with the assistance of one or more advisory partners identified in the Identify advisory partners participation and the extent of their participation requirement in this notice when appropriate, and specifies timelines that will result in the timely completion of all required project activities;

(c) Describes how the applicant proposes to coordinate its project activities with--

(1) Eligible agencies and organizations responsible for adult education projects in the applicants' selected region;

(2) Other RPDCs;

(3) The Department and, as appropriate, other similar projects funded by the Department, in order to maximize the impact of the RPDC's activities that, at a minimum, must include--

(A) Attendance at the Department's biannual meetings of RPDC project directors and Department adult education project staff in order to--

(i) Report to the Department on the progress of its project goals, objectives, and outcomes; and

(ii) Identify and discuss common AEPD issues, strategies, and promising practices;

(B) Participation in monthly conference calls and other telephone or electronic meetings with the Department, as necessary;

(d) Provide assurance that the applicant will meet the following requirements--

(1) Attend a post-award meeting in Washington, DC, in order to--

-

(A) Discuss grantee project goals, objectives, outcomes, and activities;

(B) Work with the Department and other grantees to develop a plan for the coordination of AEPD among RPDC grantees; and

(C) Address management and accountability issues, such as, but not limited to--

(i) Determining the methods for reporting the effectiveness of the RPDC's efforts to--

(I) Disseminate information about the materials and AEPD in the LINCS Resource Collection to adult educators in each State and outlying area in the applicant's selected region; and

(II) Provide AEPD to the adult educators in each State and outlying area that requests such AEPD in the applicant's selected region; and

(ii) Establishing AEPD priorities in collaboration with the Department; and

(2) Provide presentations related to the work of the grantee's RPDC at--

(A) Department-sponsored meetings for eligible agency directors of adult education programs; and

(B) The annual meeting of the Commission on Adult Basic Education (COABE);

(e) Provides evidence that the time commitments of the project director and other key project personnel are appropriate to the activities assigned; and

(f) Provides a plan for monitoring the implementation of the AEPD it will provide under the proposed project.

7. Identify project personnel. In its application, the applicant must--

(a) Identify the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color,

national origin, gender, age, or disability.

(b) Document the qualifications, including relevant training and experience, of the project director and key project personnel that clearly demonstrates their abilities to successfully implement assigned project tasks.

8. Provide adequate resources. In its application, the applicant must--

(a) Provide evidence of the level of support that the applicant and its advisory partners would provide to the proposed project (e.g., facilities, equipment, supplies, or other resources); and

(b) Demonstrate that the applicant's proposed budget is adequate to support the proposed project and the costs are reasonable in relation to the number of AEPD participants; the overall project goals, objectives, and outcomes; and the design of the proposed project.

Note: As indicated elsewhere in this notice, we plan to make each award under this program under the terms of a cooperative agreement between each grantee and the Department. We expect to have substantial and direct operational involvement in the management of the funded RPDCs and to work closely with grantees on project implementation and on plans for AEPD and project activities, including by facilitating the collaboration between grantees and the Department's LINCS Resource Collection contractor and the LINCS technical services contractor. We will review and approve all

project activities based on the reports of progress on the goals, objectives, and outcomes during the project period. We will halt a project activity if it is not consistent with project requirements or does not align with the application's project goals, objectives, and outcomes.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553), the Department generally offers interested parties the opportunity to comment on proposed requirements, priorities, and selection criteria. Section 437(d)(1) of GEPA, however, allows the Secretary to exempt from rulemaking requirements regulations governing the first grant competition under a new or substantially revised program authority. This is the first grant competition for this program under section 243 of the AEFLA and, therefore, qualifies for this exemption. In order to ensure timely grant awards, the Secretary has decided to forgo public comment on the priority and requirements in this notice under the authority of section 437(d)(1) of GEPA. The priority and requirements set forth in this notice apply to the competition using FY 2010 funds in FY 2011 and any subsequent year in which we make awards to grantees selected from the list of unfunded applicants from this competition.

Program Authority: 20 U.S.C. 9253(2)(H).

Applicable Regulations: (a) The Education Department General Administrative Regulation (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

II. Award Information

Type of Awards: Cooperative agreements.

Estimated Available Funds: \$1,475,000 is available from the FY 2010 appropriations for the implementation of the AEFLA for the first 12 months of this project period. Funding for years 2 through 3 is subject to the availability of funds and to a grantee meeting the requirements of 34 CFR 75.253.

Estimated Range of Awards: \$350,000 to \$386,000 for the first 12 months.

Estimated Average Size of Awards: \$368,750 for the first budget period of 12 months.

Estimated Number of Awards: 4.

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

Project Period: Up to 36 months. Applicants under this competition are required to provide detailed budget information for each year of the proposed project and for the total grant. Continuation awards are contingent on a grantee's progress, as provided in section 75.253 of EDGAR, and on the availability of appropriations.

III. Eligibility Information

1. Eligible Applicants: The following entities are eligible to apply under this competition:

- (a) Institutions of higher education.
- (b) Public or private nonprofit agencies or organizations.
- (c) Consortia of eligible institutions, organizations, or agencies.

Eligible applicants seeking to apply as a consortium must comply with the regulations in 34 CFR 75.127 through 75.129, which address group applications.

2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Noreen Lopez, U.S. Department of Education, 400 Maryland Avenue, SW., room 11012, Potomac Center Plaza (PCP), Washington, DC 20202-7240. Telephone: (202) 245-6309 or by e-mail: noreen.lopez@ed.gov.

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

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

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Notice of Intent to Apply: The Department will be able to develop a more efficient process for reviewing grant applications if it has a better understanding of the number of entities that intend to apply for funding under this competition. Therefore, the Secretary encourages each potential applicant to notify the Department by

sending a short e-mail message indicating the applicant's intent to submit an application for funding. The e-mail should include only the applicant's intent to submit an application; it does not need to include information regarding the content of the proposed application. This e-mail notification should be sent no later than: July 11, 2011 to Noreen Lopez at: noreen.lopez@ed.gov. Please include "LINCS RPDC Application" in the subject line of your electronic message. We will consider an application submitted by the deadline date for transmittal of applications even if the applicant did not provide notice of its intent to apply. Applicants that fail to provide this e-mail notification may still apply for funding.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative [Part III] to no more than 50 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins on the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is 12 point or larger or no smaller than 10 pitch (characters per inch).

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

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

We will reject your application if you exceed the page limit.

3. Submission Dates and Times:

Applications Available: June 30, 2011.

Deadline for Notice of Intent to Apply: July 11, 2011.

Deadline for Transmittal of Applications: August 1, 2011.

Applications for grants under this project must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

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

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should

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

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

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

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must—

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. Other Submission Requirements: Applications for grants under this competition must be submitted electronically unless you

qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the LINCS Regional Professional Development Centers, CFDA Number 84.191B, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

Address and mail or fax your statement to: Noreen Lopez, U.S. Department of Education, 400 Maryland Avenue, SW., PCP, room 11012, Washington, DC 20202-7240. FAX: (202) 245-7171.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.191B)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

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

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

(1) A private metered postmark.

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.191B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from EDGAR, 34 CFR part 75.210, and are as follows:

Quality of the Project Design: (34 CFR part 75.210(c)(1), (c)(2)(i) and (ii), (c)(2)(v), (c)(2)(x), (c)(2)(xiii), (c)(2)(xvii) and (c)(2)(xxi)).

Quality of Project Services: (34 CFR part 75.210(d)(1), (d)(2), (d)(3)(i), (d)(3)(ii), (d)(3)(iii), (d)(3)(v), (d)(3)(ix) and (d)(3)(x)).

Quality of Project Personnel: (34 CFR part 75.210(e)(1), (e)(2), (e)(3)(i) and (e)(3)(ii)).

Adequacy of Resources: (34 CFR part 75.210(f)(1), (f)(2)(i), (f)(2)(ii), (f)(2)(iii) and (f)(2)(v)).

Quality of the Management Plan: (34 CFR part 75.210 (g) (1), and (g) (2) (i), (g) (2) (ii) and (g) (2) (iv)).

The text of these selection criteria is provided in the application package.

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 also 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 of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special 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 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may 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. 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 each quarter you must submit to the Secretary a report on your progress in meeting each project goal, objective, and outcome.

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

4. Performance Measures: Under the Government Performance and Results Act of 1993, Federal departments and agencies must clearly describe the project objectives of programs, identify resources and actions needed to accomplish the project objectives, develop a means of measuring progress made, and regularly report on achievement. To assist the Department in determining the overall effectiveness of projects funded under this competition, grantees must be prepared to measure and report on the following measures of effectiveness:

(a) The number of eligible agencies and adult education and related organizations to which the LINCS RPDC disseminates information regarding the materials and the AEPD in the LINCS Resource Collection.

(b) The number of adult educators participating in AEPD offered by the RPDC.

(c) The number of hours of AEPD offered by the RPDC that are completed by adult educators.

(d) The percentage of adult educators participating in the RPDC's AEPD who implemented evidence-based practices in their instruction as a result of their completion of the AEPD.

5. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: Noreen Lopez, U.S. Department of Education, 400 Maryland Avenue, SW., room 11012, PCP, Washington, DC 20202-7240. Telephone: (202) 245-6309, or by e-mail: noreen.lopez@ed.gov.

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

VIII. Other Information

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

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. 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 Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

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

Dated: June 30, 2011

Brenda Dann-Messier,
Assistant Secretary for
Vocational and Adult Education.

SELECTION CRITERIA

The selection criteria for this competition are as follows. The maximum points assigned to each criterion are indicated in parentheses next to the criterion. Applicants may earn up to a total of 100 points under these selection criteria.

(a) Quality of project services (40 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 following factors:

(1) 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.

(2) 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.

(3) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

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

(5) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.

(6) 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.

(7) The extent to which the technical assistance services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, as appropriate, and the leveraging of non-project resources.

(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 activities constitute a coherent, sustained program of training in the field.

(4) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including information about the effectiveness of the approach or strategies employed by the project.

(5) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.

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

(7) The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

(c) Quality of the management plan (20 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.

(d) Quality of project personnel. (10 points). The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the following factors:

(1) 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.

(2) The qualifications, including relevant training and experience, of the project director or principal investigator.

(3) 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 relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

(3) The extent to which the budget is adequate to support the proposed project.

(4) 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.

Competitive Preference Priority

This priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), we award up to an additional 15 points to an application, depending on how well the application meets this priority.

This priority is:

Demonstrated Experience in Providing Evidence-Based Professional Development for a Diverse Population of Adult Educators.

This priority provides a competitive preference for applicants that demonstrate that they have previous experience in facilitating AEPD for adult educators, using both virtual and in-person formats. To meet this priority, in its application, an applicant must--

(a) Describe the applicant's previous experience in providing AEPD to adult educators, using virtual and in-person formats;

(b) Describe the characteristics of the populations of adult educators to whom the applicant has provided AEPD in the past, including, at a minimum--

(1) The type of geographic location (e.g., urban, rural, suburban) of the adult educators to whom the applicant has provided AEPD; and

(2) The institutional affiliation (e.g., public school, community college, correctional facility, community-based organization) of the adult educators to whom the AEPD was provided; and

(c) Provide supporting evidence of the quality of the applicant's past AEPD by including at least one of the following:

(1) A summary of the participant evaluation ratings for at least three of its past AEPD training sessions of 12 hours of instruction or more.

(2) Letters endorsing the quality of the applicant's past AEPD from eligible agencies in at least three States or outlying areas within the applicant's selected region.

Grant Application Attachment Instructions for Grants.gov

Narratives should be attached in .PDF format only.

There are four forms available for ED applicants to attach narratives/documents.

- a. The narrative abstract should be attached in the ED Abstract Form section which will accept 1 attachment.
- b. The main project narrative addressing all requirements in the instructions should be attached in the Project Narrative Attachment Form. This accepts multiple attachments.
- c. The budget narrative should be attached in the Budget Narrative Attachment Form which will accept multiple attachments.
- d. All other attachments should be included in the Other Attachments Form, which accepts multiple attachments. Required forms should be included in the order listed on the Applicant Checklist contained in this package.

Required forms are available in www.grants.gov. The standard form instructions are included here. (SF-424, SF424 Supplemental, ED 524 Budget Form and Disclosure of Lobbying Form.

Instructions regarding Section 427 of GEPA are also included here. There is no standard form for Section 427 or GEPA. This should be addressed in the narrative of the proposal. The response will be evaluated under the Quality of project services Selection Criteria.

If you qualify for an exception to electronic submission, a paper submission should include all narratives and attachments in the order listed on the Applicant Checklist contained in this package.

Instructions for Other Attachment Forms

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.

Ensure that you attach only the Education approved file types detailed in the Federal Register application notice (.pdf). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Applicants should include in their applications only the attachments outlined in the application package. Other attachments will not be accepted or reviewed.

Individual Résumés for Project Directors and Key Personnel: Provide brief résumés or job descriptions that describe the qualifications of key personnel for the responsibilities they will carry out under the project. Applicants are encouraged to limit the length of resumes or job descriptions to five or fewer pages. Organizational capacity descriptions also may be included in this attachment; as with resumes, applicants are encouraged to limit the organizational capacity descriptions to five or fewer pages.

Letters of Commitment and Support from Collaborating SEAs and Organizations and Advisory Partners (if applicable).

Supporting Evidence for the Competitive Preference Priority such as evaluation summaries and letters endorsing quality of past performance (if applicable).

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	Type of Submission: (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <p style="margin-left: 20px;"> A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration </p>	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.	16.	Congressional Districts Of: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an
5b.	Federal Award Identifier: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		

			additional list of program/project congressional districts, if needed.																
	<p>a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.</p> <p>b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</p>	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.																
		18.	Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.																
	<p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.</p> <p>d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).</p>	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.																
		20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.																
	<p>e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.</p>	21.	Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)																
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit</td> </tr> <tr> <td>B. County Government</td> <td>N. Private Institution of Higher Education</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Individual</td> </tr> <tr> <td>D. Special District Government</td> <td>P. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>E. Regional Organization</td> <td>Q. Small Business</td> </tr> <tr> <td>F. U.S. Territory or Possession</td> <td>R. Hispanic-serving Institution</td> </tr> <tr> <td>G. Independent School District</td> <td>S. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td> <td>T. Tribally</td> </tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Private Institution of Higher Education	C. City or Township Government	O. Individual	D. Special District Government	P. For-Profit Organization (Other than Small Business)	E. Regional Organization	Q. Small Business	F. U.S. Territory or Possession	R. Hispanic-serving Institution	G. Independent School District	S. Historically Black Colleges and Universities (HBCUs)	H. Public/State Controlled Institution of Higher Education	T. Tribally		
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	I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)		
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U.S Department of Education note: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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

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

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

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

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

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

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

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

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

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

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.

**DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424
(Attachment to Instructions for Supplemental Information for SF 424)**

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

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

B. Exemptions.

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

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption number(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the

involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

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

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

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

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

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

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

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

in relation to the importance of the knowledge that may reasonably be expected to result.

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

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

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

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at:
<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

You must consult with your Business Office prior to submitting this form.

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

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

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

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

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

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

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

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

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

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

(2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

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

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

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

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

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to Office of Vocational and Adult Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-7100.

NOTICE TO ALL APPLICANTS

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

To Whom Does This Provision Apply?

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

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

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In

addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

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

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

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

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

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

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0005.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Link to Grant Application Forms and Instructions

<http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>

1. Application for Federal Assistance SF-424
2. ED Supplement to the SF-424
3. Assurances – Non-Construction Programs (424B)
4. Department of Education Budget Summary Form 524
5. Grants.gov Lobbying Form (formerly ED 80-0013)
6. Disclosure of Lobbying Activities (SF LLL)

APPLICANT CHECKLIST

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

- ___ Application for Federal Assistance (SF424)
- ___ Department of Education Supplemental Information for SF424
- ___ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)
- ___ Abstract
- ___ Budget Narrative
- ___ Project Narrative – Selection Criteria
- Note: Have you addressed all Application Requirements including Selection Criteria and Priorities?
- ___ Other Attachments
- ___ Narrative addressing GEPA Section 427
- ___ Assurances and Certifications
 - ___ Assurances for Non-Construction Programs (SF424B)
 - ___ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
 - ___ Certification Regarding Lobbying (ED 80-0013)