

Archived Information

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Washington, DC 20006-8513



Fiscal Year 2011

**APPLICATION FOR GRANTS UNDER THE
Asian American and Native American Pacific Islander-serving
Institutions Program
84.382B – Part F**

Form Approved: OMB No. 1840-0798, 6/30/2013

CLOSING DATE: May 16, 2011

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Dear Applicant:

Thank you for your interest in applying for a grant under the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) program authorized under Title III, Part F, Section 371 (84.382B) of the Higher Education Act (HEA) of 1965, as amended.

The AANAPISI program provides grants and related assistance to Asian American and Native American Pacific Islander-Serving Institutions to enable such institutions to improve and expand their capacity to serve Asian Americans and Native American Pacific Islanders and low-income individuals.

For fiscal year (FY) 2011 there are two invitational priorities for these programs. We are particularly interested in applications that address these priorities, under 34 CFR 75.105 (c) (2) we will award an additional two and one-half points to an application that meets one of the priorities, or an additional five points to an application that meets both these priorities. These priorities are: 1) Increasing postsecondary success through projects that are designed to increase the number and proportion of high-need students who persist in and complete college or other postsecondary education training; 2) Enabling more data-based decision-making through projects that are design to collect (or obtain), analyze, and use high-quality and timely data, including data on program participant outcomes in improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

For FY 2011, the AANAPISI program received \$5 million in mandatory funding under Title III, Part F, Section 371 provided under the Health Care and Education Reconciliation Act (HCERA).

To receive a grant under the AANAPISI program, an institution of higher education must have applied for and received designation as an eligible institution. The notice inviting FY 2011 applications to Request Designation As An Eligible Institution Under The Title III, Part F Programs was published in the Federal Register on December 7, 2009 then reopened on August 13, 2011. The deadline date for receipt of that application was January 6, 2011 and September 13, 2011.

Applications for grants under the AANAPISI program, for the FY 2011 grant competition, must be submitted electronically using Grants.gov. The Department requires applicants to use the Department's Internet-based system, Grants.gov, for submitting applications. A detailed description of this internet-based system is included in this application package. You are urged to acquaint yourself with the requirements of this system early.

For information (including dates and times) about how to submit your application electronically, please refer to the official Notice Inviting Applications for New Awards for FY 2011 published in the Federal Register. The Federal Register Notice Inviting Applications for New Awards and application instructions are included in this package.

You are reminded that you should not rely upon any information that is inconsistent with the guidance contained within this application package. I urge you to carefully read all the information contained in this package, including the eligibility requirements found in the HEA as

amended by the Higher Education Opportunity Act of 2008 (HEOA), and the competition highlights, before preparing your application.

This package contains the necessary forms and instructions to apply for a fiscal year (FY) 2011 grant under this program.

If you have questions, please contact the Program Officer, Pearson Owens at 202-502-7804 or by email at Pearson.Owens@ed.gov or Team Leader, Darlene Collins at 202-502-7576 or by email at Darlene.Collins@ed.gov.

Sincerely,

/S/

Dr. Leonard L. Haynes III
Senior Director
Institutional Services
Higher Education Programs

COMPETITION HIGHLIGHTS

- 1. AANAPISI applications submitted for FY 2011 must be submitted electronically using Grants.gov, accessible through the Department's e-Grants web site at: <http://grants.gov>.** You are urged to acquaint yourself with the requirements of e-Grants early. A more thorough discussion is included later in this application package.
- 2. Applications submitted late will not be accepted.** The application must be received on or before the deadline date and time. Late applications will not be accepted. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.
- 3. Applicants must follow specific formatting requirements.** A "page" is 8.5 x 11, on one side only, with one inch margins at the top, bottom, and both sides. Page numbers and an identifier may be within the one inch margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will be rejected. Do not use less than a 12-point font.
- 4. Applicants are required to submit a Program Abstract.** The Program Abstract is limited to a one-page single-spaced word document. The abstract must include the name of institution, city, and purpose. *No charts*. The abstract must be uploaded into the "ED Abstract Form" in the Grants.gov.
- 5. Applicants are required to complete a program profile form.** Applicants are asked to carefully read page 70 on the Program Profile, and check the box or place an "X" next to the box certifying that they will comply with the statutory requirements and program assurances cited in the applicable regulations. Upon completion of the program profile sheet, you are required to copy and paste the Program Profile Form into a separate document or recreate the form exactly as it appears, and attach the form to the "Other Documents" in Grants.gov as a pdf document.
- 6. Applicants must complete the Budget Narrative Attachment Form.** Applicants are required to copy and paste the Budget Detail Form into a separate document or recreate the form exactly as it appears and attach it to the Mandatory Budget Narrative File in Grants.gov as a pdf document. Please upload your Detail Budget supporting documentation in this section.
- 7. Applicants must adhere to the page limit requirements.** All applicants are required to adhere to the page limit for the Project Narrative portion of the application. You must limit the section of the narrative that addresses the selection criteria to no more than 50 pages.
- 8. Applicants must follow specific submission procedures.** Included in this application package is a document containing submission procedures to ensure your application is received in a timely and acceptable manner. Consult and follow the Federal Register notice to ensure

proper guidance for application submission. Exceptions to the electronic submission requirement are also outlined in the Federal Register notice. The Department is required to enforce the established deadline in order to ensure fairness to all applicants.

9. AANAPISI applicants. An institution of higher education is eligible to receive funds if such institution is an Asian American and Pacific Islander-serving Institution. Applicants, at the time of submission, will be required to certify utilizing a certification assurance form with the following information: total undergraduate headcount enrollment and certify that 10 percent of their enrollment is Asian American and Native American Pacific Islander.

Note: Applicants are encourage to pay close attention to the allowable cost items under both sections, as they differ.

9a. SEC. 307 of the HEOA. Asian American and Native American Pacific Islander-serving Institutions (AANAPISI) Part F of Title III (20 U.S.C. 1057 et seq.) is amended by adding after section 319 the following:

SEC. 371. Asian American and Native American Pacific Islander-serving Institutions authorizes competitive grants to eligible institutions of higher education as defined under Section 312(b) of the HEA that have, at the time of application, an enrollment of undergraduate students that is at least 10 percent Asian American or Native American Pacific Islander students. The program authorizes grants that enable these institutions to improve and expand their capacity to serve Asian American and Native American Pacific Islander students and low-income individuals. If an Asian American or Native American Pacific Islander-serving institution receives funding under this program, it cannot receive funding under other sections of Part F or Part B of Title III or Title V of the HEA.

10. For FY 2011 there are two invitational priorities for this program. We are particularly interested in applications that address these priorities, however, under 34 CFR 75.105(c)(2)(i) we award an additional two and one-half points to an application that meets one of the priorities, or an additional five points to an application that meets both of these priorities. These priorities are: (1) Increasing Postsecondary Success, projects that are designed to address the number and proportion of high-need students who persist in and complete college or other postsecondary education and training. (2) Enabling More Data-Based Decision-Making, projects that are designed to collect, analyze, and use high-quality and timely data, including data in the improvement of program participant outcomes relating to enrollment, persistence, and completion and leading to career success.

11. You are reminded that the document published in the Federal Register is the official document and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

<http://grants.gov>

To facilitate your use of Grants.gov, this document includes important application preparation and 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. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's Grants.gov system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used Grants.gov in the past, you may want to walk through the Demo available on the Grants.gov homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with Grants.gov.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting Grants.gov as part of the Department's Grants.gov program. Here is a link to the Department's Federal Register notices: <http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in Grants.gov** to access the application package. If you are a new user, you will need to register to use Grants.gov. From the e-Grants Portal Page <http://grants.gov/>, click on the continue button and click the register button on the right side of the next page. Select the Grants.gov module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - Add Application Package to your Start Page. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - Begin the Application. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - Fill out Forms. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - Upload File(s) for Narrative Responses. Click on an underlined narrative form title for the Grants.gov. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into Grants.gov.

Step 7 - Verify Information/Print Application. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete Grants.gov package in PDF by clicking on the "Request Complete Package in PDF" on the Grants.gov PR/Award page. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in Grants.gov.

Step 8 - Submit your Application. Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will

include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for applications. Grants.gov will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 - **Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your Grants.gov.

NOTE: For more detailed information on submitting an Grants.gov, please see the **User Guide**. In addition, please try practicing with our Grants.gov Demo site by clicking on the Demo button found on the upper left corner of the Grants.gov Home Page. Both the User Guide and Demo can be found at <http://grants.ed.gov>.

Other Submission Tips

- 1) **SUBMIT EARLY - We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the Grants.gov system will not accept it.
- 2) 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.)

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

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (pdf).
2. 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 you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. 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. Please note that each file attachment in Grants.gov has a file size limitation, which is anywhere from 2 to 8 MB, and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average Mandatory grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into Grants.gov.

APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications. Specific requirements and waiver instructions can be found in the Federal Register notice.

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

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

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-grants Web site (<http://grants.ed.gov>) by 4:30:00 p.m. (Washington, D.C. time) on or before the application deadline date.

If you submit your application through the Internet via the e-grants Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using e-grants, please refer to the “Notice Inviting Applications” that was published in the Federal Register, or visit (<http://www.grants.ed.gov>).

Submission of Paper Applications by Mail

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

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.382B
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 an application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:

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

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

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

Submission of Paper Applications by Hand Delivery

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

**U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA Number - 84.382B
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260**

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

Note for Mail or Hand Delivery of Paper Applications

If you mail or hand deliver your application to the Department --

1. You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424, the CFDA number including suffix letter, if any, of the competition under which you are submitting your application; and
2. The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications

Note: If your application is late, we will notify you that we will not consider the application.

INTRODUCTION

**Asian American and Native American Pacific Islander-Serving Institutions
(AANAPISI)**

PROGRAM AUTHORITY

Title III, Part F, Section 371 of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA).

APPLICABLE REGULATIONS

Education Department General Administrative Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98 and 99. Also, the program regulations in 34 CFR part 607.5.

PURPOSE

The overall purpose of these programs is to provide grants and related assistance to AANAPISI to enable such institutions to improve and expand their capacity to serve Asian Americans and Native American Pacific Islanders and low-income individuals.

ELIGIBLE APPLICANTS

An institution of higher education is eligible to receive funds from the amounts made available under this section if such institution is an Asian American and Native American Pacific Islander-serving Institution (AANAPISI).

ACTIVITIES FUNDED UNDER TITLE III PART F, SECTION 371 (MANDATORY AUTHORITY) – 84.382B

Grants awarded under this section shall be used by Asian American and Native American Pacific Islander-serving institutions to assist such institutions to plan, develop, undertake, and carry out activities to improve and expand such institutions' capacity to serve Asian American and Native American Pacific Islanders and low-income individuals.

- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- (2) Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.

- (3) Support of faculty exchanges, faculty development, and faculty fellowships to assist in attaining advanced degrees in the field of instruction of the faculty.
- (4) Development and improvement of academic programs.
- (5) Purchase of library books, periodicals, and other educational materials, including telecommunications program material.
- (6) Tutoring, counseling, and student service programs designed to improve academic success.
- (7) Funds management, administrative management, and acquisition of equipment for use in strengthening funds management.
- (8) Joint use of facilities, such as laboratories and libraries.
- (9) Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector.
- (10) Establishing or improving an endowment fund.
- (11) Creating or improving facilities for Internet or other distance learning academic instruction capabilities, including purchase or rental of telecommunications technology equipment or services.

DEFINITIONS

Asian American—The term ‘Asian American’ means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam, as defined in the Office of Management and Budget’s Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity as published on October 30, 1997 (62 Fed. Reg. 58789).

Native American Pacific Islanders—The term ‘Native American Pacific Islander’ means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States.

ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTION (AANAPISI). The term ‘Asian American and Native American Pacific Islander-serving institution’ means an institution of higher education that—

(A) is an eligible institution under section 312(b) of the HEA, as amended; and
(B) at the time of application, has an enrollment of undergraduate students that is at least 10 percent Asian American and Native American Pacific Islander students.

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the “Dear Applicant” letter and the Federal Register Notice Inviting Applications.

1. Certification of Eligibility

All applicants for the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) program must submit the Designation of Eligibility application in order to be considered for funding.

2. Estimated Funding

- **Available Funds for FY 2011**
Title III, Part F, AANAPISI \$3,600,000

Program Name and Type of Award	Minimum/Maximum Award Amount	Estimated Number of Awards	Estimated Average Award Amount
Asian American and Native American Pacific Islander-serving Institutions (AANAPISI) Title III, Part F, Five-year Grants	\$200,000-\$400,000	13	\$300,000

The U.S. Department of Education is not bound by these estimates

3. Intergovernmental Review of Federal Programs

Intergovernmental Review of Federal Programs was issued to foster an

intergovernmental partnership and to strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at: <http://www.whitehouse.gov/omb/grants/spoc.html> .

4. Applicant Funding

The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Award Information" section of the Federal Register Notice. The Department will not fund any application at an amount exceeding the applicable maximum level.

5. Evaluation of Applications

A three-member panel of non-federal reviewers evaluates each application. Each reviewer assigns points for each selection criterion and prepares evaluation comments.

6. Selection Criteria

The selection criteria in EDGAR 34 CFR part 75 section 75.210 is used to evaluate applications. The selection criteria and maximum possible points are included in the Federal Register Notice.

7. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new program grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

8. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing.

9. Annual Performance Report Requirements

If you receive a FY 2011 new grant award under the AANAPISI program, you will be required to complete an Interim Performance Report after six months into the grant period, an Annual Performance Report each year and a Final Performance Report at the end of the grant period.

Grantees will be reminded of these reporting requirements prior to the due dates.

10. **Contact Information**

AANAPISI Program

Pearson Owens
Program Officer – 84.382B
U.S. Department of Education
1990 K Street, N.W., Room 6043
Washington, DC 20006-8513
Telephone: (202) 502-7804
Fax: (202) 502-7861
E-mail Address: Pearson.Owens@ed.gov

Darlene B. Collins
Director, Title III Part A
U.S. Department of Education
1990 K Street, N.W., Room 6020
Washington, DC 20006-8513
Telephone: (202) 502-7576
Fax: (202) 502-7861
E-mail Address: Darlene.Collins@ed.gov

For Grants.gov-related questions and assistance, please contact:

Support Desk: Grants.gov Support Desk
Telephone: (800) 518-4726
E-mail Address:
Hours: Monday – Friday, 7:00 A.M. – 9:00 P.M. Eastern Time

Project Narrative Instructions

This program narrative shall be attached to the “Project Narrative Selection Criteria” in the Application Package, in Grants.gov.

Before preparing the Project Narrative, applicants should review the program statute, program regulations, the Federal Register Notice, and the Dear Applicant Letter for specific guidance and requirements.

The Secretary evaluates an application according to the program specific criteria in EDGAR 34 CFR part 75 §75.210. The Project Narrative should provide in detail the information that addresses each selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis. For ease of reading by the reviewers, applicants should follow the sequence of the criteria as provided below. Applications should be written in clear and concise manner. You must limit the section of the narrative that addresses the selection criteria to no more than 50 pages.

Your development grant application must contain the following:

1. Application for Federal Assistance (SF 424)

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information for for SF 424

Note: Applicants must complete the SF 424 form first because the information you provide here is automatically inserted into other sections of e-Grants.

2. U.S. Department of Education Budget Summary Forms:

- **ED 524 (Sections A and Section B)**

The “**U.S. Department of Education Budget Information for Non-Construction Programs**” (found in Grants.gov) is where applicants provide budget information for Section A – Budget Summary U.S. Department of Education Funds and Section B – Budget Summary Non-Federal Funds. Applicants should include costs for all project years.

3. ED Abstract Form

The “**ED Abstract Form**” (found in Grants.gov) is where applicants will attach in a word document, their one page project abstract that will provide an overview of the proposed project. Do not use charts.

4. Program Profile Page

This form is used to profile you, the applicant. The “Program Profile” page is found in this instructions document. Applicants must cut/copy and paste this page into a separate pdf document, complete the document with the information requested, and attach it to the “Other Attachment File”.

5. Program Narrative Selection Criteria

As part of addressing the selection criteria and developing your program application, we presume that your institution has analyzed the major problems affecting it, and designed specific strategies to address and possibly resolve these problems. You should be ready to carry out the proposed project once you receive the grant and should not use the funds for intensive planning activities.

Be sure to include a Table of Contents. The Table of Contents will not be included in the page count. Prepare your complete program narrative in pdf format and attach it to the “Project Narrative Attachment Form” in the application package downloaded from Grants.gov.

Content: This is the narrative portion of your application where you address the weighted selection criteria that the readers will use to evaluate your application and to assess the strengths and weaknesses of your proposal. These pages will be included in the mandatory page count.

For each proposed activity, separately address the selection criteria I through VII, in the same order as they appear below and as precisely as possible, to ensure your application contains the information readers will need to judge the quality of the proposed development grant activities.

I. *Need for the project.* (Maximum 20 points) In determining the need for the proposed project, the Secretary considers:

- a. The magnitude of the needs for the services to be provided or the activities to be carried out by the proposed project. (10 points)
- b. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals. (5 points)
- c. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed

project, including the nature and magnitude of those gaps or weaknesses.
(5 points)

II. Quality of the project design. (Maximum 15 points) In determining the quality of the design of the proposed project, the Secretary considers:

- a. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)
- b. 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. (5 points)

III. Quality of project services. (Maximum 15 points) In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:

- a. The extent to which the services provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (10 points)
- b. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (5 points)

IV. Quality of project personnel. (Maximum 10 points) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:

- a. The qualifications, including relevant training and experience of the project director or principal investigator. (5 points)
- b. The qualifications, including relevant training and experience of key project personnel. (5 points)

V. Adequacy of resources. (Maximum 5 points) In determining the adequacy of resources for the proposed project, the Secretary considers:

- a. The extent to which the budget is adequate to support the proposed project. (3 points)
- b. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (2 points)

VI. Quality of the management plan. (Maximum 20 points) In determining the quality of the management plan for the proposed project, the Secretary considers:

- a. 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. (10 points)
- b. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (5 points)
- c. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (5 points)

VII. Quality of the project evaluation. (Maximum 15 points) In determining the quality of the evaluation, the Secretary considers:

- a. The extent to which the methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project. (5 points)
- b. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)
- c. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. (5 points)

THE FOLLOWING GUIDANCE MAY ASSIST YOU IN ADDRESSING EACH OF THE WEIGHTED SELECTION CRITERIA:

Need: When addressing this criterion, applicants should provide detailed information that not only identifies a need for their proposed project but they should also provide data that support their claim for a need for the proposed project. Supporting documentation may consist of recent statistics from State, local and Federal sources; mission statement; comparison data from similar institutions; etc.

Project Design: When addressing this criterion, applicants should clearly and succinctly identify the goals, objectives, and outcomes to be achieved. A mere listing of the goals, objectives, and outcomes is not sufficient. The identified goals, objectives, and outcomes should not only address the identified need for the project but should also be measurable and support the purpose of the program.

Project Services: When addressing this criterion, applicants should clearly spell out the activities and services it is proposing and the intended recipients or beneficiaries of each service or activity. A mere listing of the services and beneficiaries is not enough. Provide details as to the types of activities and services to be provided and the extent to which the activities and services reflect up-to-date knowledge from research and effective practice. In other words, will the proposed activities and services meet the need of the project?

Project Personnel: The minimum qualifications must be identified for all project personnel positions. The minimum educational qualifications should include the type of degree required and the acceptable field(s) of study. The type and minimum amount of work-related experience should also be described for each position.

Adequacy of Resources: This section should provide information that shows that the proposed budget will provide adequate resources necessary to successfully carry out the proposed project. Applicants should demonstrate here how the proposed costs would enable them to carry out the project and that the proposed costs are reasonable in relation to the objectives, design, and significance of the proposed project.

In response to this criterion, applicants must also provide a detailed, itemized budget (ED Form 524) and a detailed budget narrative for each 12-month budget period. The budget narrative is to be included in the *Program Narrative* to be attached to the Mandatory Project Narrative File.

Management Plan: Describe the plan of management. Who will be responsible for which tasks? What are the expected timelines and proposed budgets for each activity or service? What are the expected milestones for accomplishing the proposed activities or services? Have you included procedures that will ensure feedback and the opportunity for continuous improvement in the operation of the proposed project? Be sure that the management plans are clearly and concisely defined.

Project Evaluation: A strong evaluation plan should be included and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The evaluation plan should include benchmarks to monitor progress toward meeting specific project objectives based on the program's performance indicators. Specifically, the plan should identify the individual or organization that has agreed to serve as evaluator for the project and describe the qualifications of the evaluator. The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports and outcomes will be available; and (7) how the applicant will use the information collected through evaluation to monitor progress of the funded project. Applicants are encouraged to devote an appropriate level of resources to project evaluation and should explain the measures and strategies that will be used to ensure that the evaluation is appropriately rigorous and independent.

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Asian American and Native American
Pacific Islander-Serving Institutions (AANAPISI) Program

AGENCY: Office of Postsecondary Education, Department of
Education.

ACTION: Notice.

Overview Information:

Asian American and Native American Pacific Islander-Serving
Institutions (AANAPISI) Program

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

Catalog of Federal Domestic Assistance (CFDA) Number: 84.382B.

Dates:

Applications Available: [April 1, 2011].

Deadline for Transmittal of Applications: [May 16, 2011].

Deadline for Intergovernmental Review: [July 15, 2011].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The AANAPISI program authorized under
section 371 of the Higher Education Act of 1965, as amended
(HEA) provides grants to eligible institutions of higher
education (IHEs) to enable them to improve their academic
quality, increase their self sufficiency, and strengthen their

capacity to make a substantial contribution to the higher education resources of the Nation. At the time of application, IHEs applying for funds under the AANAPISI program must have an enrollment of undergraduate students that is at least 10 percent Asian American or Native American Pacific Islander.

Note 1: The AANAPISI program in this notice is authorized under section 371 of part F of title III of the HEA, which provides \$5,000,000 annually through fiscal year 2019 for grants under the AANAPISI program to eligible institutions for activities specified under section 311(c) of the HEA. Section 311 of the HEA applies to the Strengthening Institutions Program (SIP), which is authorized under part A of title III of the HEA. Like the AANAPISI program authorized under section 371 of the HEA (section 371 AANAPISI program), the SIP provides grants to enable institutions to improve their academic quality, increase their self sufficiency, and strengthen their capacity to make a substantial contribution to the higher education resources of the Nation.

Although the section 371 AANAPISI program is not part of the SIP, section 371(a)(6), (b)(2)(D)(iii), and (c)(2) of the HEA provide that the activities and eligibility provisions under SIP apply to the section 371 AANAPISI program. In light of the overlap of the statutory provisions in the section 371 AANAPISI program and the SIP, the Secretary has determined that it is

appropriate to use regulatory requirements relating to the enrollment of needy students, expenditures, and tie-breaking factors that are based on the SIP regulations (see 34 CFR part 607) for use for the first grant competition in the section 371 AANAPISI program. To this end, the Secretary has decided to base the requirements for this competition on the following SIP regulations: enrollment of needy students provisions in 34 CFR 607.3 and the low education and general expenditures provisions in 34 CFR 607.4 as part of the eligibility criteria, and the tie-breaker provisions in 34 CFR 607.23(b).

Note 2: The eligibility criteria for this competition, including the enrollment of needy students and expenditure provisions, are set forth in section III. 1. Eligible Applicants of this notice. The tie-breaker provisions are set forth in section V. 3. Tie-breaker for Grants of this notice.

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 program requirements. Section 437(d)(1) of the General Education Provisions Act (GEPA), however, allows the Secretary to exempt from rulemaking requirements, regulations governing the first grant competition under a new or substantially revised program authority. The Health Care and Education Reconciliation Act of 2010 (P.L. 111-152) (Reconciliation Act) provided new authority

to implement the section 371 AANAPISI program. This is the first grant competition for the program since the enactment of the Reconciliation Act; therefore, this competition qualifies for the exemption.

Under section 437(d)(1) of GEPA, in order to ensure timely grant awards, the Secretary has decided to forego public comment on the following requirements for this competition: the enrollment of needy students provision based on 34 CFR 607.3 and the low education and general expenditures provision based on 34 CFR 607.4 as part of the eligibility criteria, and the tie-breaker provisions based on 34 CFR 607.23(b).

Priorities: This notice includes two competitive preference priorities that are from the notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486) (Supplemental NFP).

Competitive Preference Priorities: For FY 2011 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional two and one-half points to an application that meets one of the priorities, or an additional five points to an application that meets both of these priorities.

These priorities are:

Competitive Preference Priority 1--Increasing Postsecondary Success

Projects that are designed to address the following priority area:

Increasing the number and proportion of high-need students (as defined in this notice) who persist in and complete college or other postsecondary education and training.

Competitive Preference Priority 2--Enabling More Data-Based Decision-Making

Projects that are designed to collect (or obtain), analyze, and use high-quality and timely data, including data on program participant outcomes, in accordance with privacy requirements (as defined in this notice), in the following priority area:

Improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

Definitions: The following definitions apply to this competition. These definitions are from the sources indicated in parentheses following the definition.

Asian American means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands,

Thailand, and Vietnam). (See section 371(c)(1) of the HEA; the Office of Management and Budget's Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity as published on October 30, 1997 (62 FR 58789)).

Native American Pacific Islander means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States. (See section 371(c)(7) of the HEA.)

High-need children and high-need students means children and students at risk of educational failure, such as children and students who are living in poverty, who are English learners, who are far below grade level or who are not on track to becoming college- or career-ready by graduation, who have left school or college before receiving, respectively, a regular high school diploma or a college degree or certificate, who are at risk of not graduating with a diploma on time, who are homeless, who are in foster care, who are pregnant or parenting teenagers, who have been incarcerated, who are new immigrants, or who have disabilities. (See Supplemental NFP.)

Privacy requirements means the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and its implementing regulations in 34 CFR part 99, the Privacy Act, 5 U.S.C. 552a, as well as all applicable Federal, State, and local requirements regarding privacy. (See Supplemental NFP.)

Program Authority: 20 U.S.C 1067q(b)(2)(D)(iii); Section 2103 of the Health Care and Education Reconciliation Act of 2010 (P.L. 111-152).

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99. (b) The notice of final supplemental priorities and definitions for discretionary grant programs, published in the Federal Register on December 15, 2010 (75 FR 78486).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$3,922,298.

Note: Funds appropriated for this program for FY 2010 remain available for obligation in FY 2011 pursuant to 20 U.S.C. 1067q(b)(1)(B).

Estimated Range of Awards: \$200,000-\$400,000 per year.

Estimated Average Size of Awards: \$300,000 per year.

Estimated Number of Awards: 13.

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

<http://www.ed.gov/about/offices/list/ope/idades/index.html>.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: An IHE is eligible to receive funds if it qualifies as an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI). To be an eligible AANAPISI, an IHE must--

(a) Have an enrollment of needy students, as defined in section 312(d) of the HEA (section 312(b)(1)(A) of the HEA; 20 U.S.C. 1058(b)(1)(A));

(b) Have, except as provided in section 392(b) of the HEA, the average educational and general expenditures of which are low, per full-time equivalent (FTE) undergraduate student, in comparison with the average educational and general expenditures per FTE undergraduate student of institutions that offer similar instruction (section 312(b)(1)(B) of the HEA; 20 U.S.C. 1058(b)(1)(B));

Note: To demonstrate an enrollment of needy students and low average educational and general expenditures per FTE undergraduate student, an IHE must be designated as an "eligible institution" in accordance with 34 CFR 607.3 through 607.5 and the notice inviting applications for designation as an eligible institution for the fiscal year for which the grant competition is being conducted.

(c)(1) Be legally authorized to provide, and provides within the State, an educational program for which such institution awards a bachelor's degree;

(2) Be a junior or community college; or

(3) Be the College of the Marshall Islands, the College of Micronesia/Federated States of Micronesia, or Palau Community College (section 312(b)(1)(C) of the HEA; 20 U.S.C. 1058(b)(1)(C));

(d) Be accredited by a nationally recognized accrediting agency or association determined by the Secretary to be reliable authority as to the quality of training offered or be, according to such an agency or association, making reasonable progress toward accreditation (section 312(b)(1)(D) of the HEA; 20 U.S.C. 1058(b)(1)(D));

(e) Meet such other requirements as the Secretary may prescribe (section 312(b)(1)(E) of the HEA; 20 U.S.C. 1058(b)(1)(E));

(f) At the time of application, has an enrollment of undergraduate students that is at least 10 percent Asian American and Native American Pacific Islander students (as those terms are defined in this notice).

Note: To satisfy paragraph (f) of the eligibility criteria, an applicant, at the time it applies, must certify its total undergraduate enrollment and must certify that 10 percent of its

undergraduate enrollment is Asian American or Native American Pacific Islander. To make this certification, the applicant must submit a completed assurance form, signed by an authorized official, along with the application. (This assurance form is included in the application materials for this competition.)

Note: For purposes of establishing eligibility for this competition, the Notice Inviting Applications for Designation as Eligible Institutions for FY 2010 was published in the Federal Register on December 7, 2009 (74 FR 64059), and the deadline for application was January 6, 2010. The Notice Inviting Applications for Designation as Eligible Institutions for FY 2010 was reopened on August 13, 2010 (75 FR 49484), and the deadline for applications was September 13, 2010. Only institutions that submitted the required application and received designation through one of these processes are eligible to submit applications for this competition.

2. Cost Sharing or Matching: There are no cost sharing or matching requirements for this program.

3. Other: Limit on Number of Grants. A grantee under the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI), Native American-Serving Nontribal Institutions (NASNTI), Hispanic Serving Institutions-STEM and Articulation (HSI-STEM), and Predominantly Black Institutions (PBI) programs authorized by section 371 of the HEA may apply

for a grant using FY 2010 funds under any of these programs for which it is eligible. However, a successful applicant may receive only one grant under section 371.

IV. Application and Submission Information

1. Address to Request Application Package:

You can obtain an application package via the Internet using the following address: <http://Grants.gov>. If you do not have access to the Internet, please contact Pearson Owens or Darlene Collins, U.S. Department of Education, 1990 K Street, NW., room 6043, Washington, DC 20006-8513. You may contact these individuals at the following e-mail addresses or telephone numbers:

Pearson.Owens@ed.gov (202) 502-7804

Darlene.Collins@ed.gov (202) 502-7576

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 either of the program contacts 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 program.

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. For purposes of determining compliance with the page limit, each page on which there are words will be counted as one full page.

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be outside of the 1" margin.

- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions. Text in charts, tables, figures, and graphs in the application narrative may be single spaced and will count toward the page limit.

- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10-point font in charts, tables, figures, graphs, footnotes, and endnotes.

- 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 Application for Federal Assistance (SF 424-cover sheet); the Supplemental Information for SF 424 Form required by the Department of Education; Part II, the budget section, Budget Information-Non-Construction Programs (ED 524), including the narrative budget justification; Part IV, the assurances and certifications; or the one-page program abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section (Part III). If you include any attachments or appendices not specifically requested in the program narrative (Part III of the application), these items will be counted as part of the program narrative for purposes of the page limit requirement. You must include your complete response to the selection criteria in the program narrative.

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

3. Submission Dates and Times:

Applications Available: [April 1, 2011].

Deadline for Transmittal of Applications: [May 16, 2011].

Applications for grants under this program 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.

Deadline for Intergovernmental Review: [July 15, 2011].

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 program.

5. Funding Restrictions: We reference the 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 the AANAPISI program 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 AANAPISI program, CFDA number 84.382B 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.

You may access the electronic grant application for the AANAPISI program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.382, not 84.382B).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application

deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

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

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

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

- You must attach any narrative sections of your application as files in a PDF (Portable Document) format only. If you upload a file type other than a PDF or submit a password-protected file, we will not review that material.

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

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

Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

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

Application Deadline Date Extension in Case of Technical Issues

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

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

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

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

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

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before

the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Pearson Owens or Darlene Collins, U.S. Department of Education, 1990 K Street, NW., room 6043, Washington, DC 20006-8513. FAX: (202) 502-7861.

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 84.382B)
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 84.382B)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 75.210 in EDGAR. The total weight of the selection criteria is 100 points; the weight of each criterion is noted in parentheses.

a. Need for project. (Maximum 20 points) The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers:

1. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (10 points)

2. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals. (5 points)

3. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (5 points)

b. Quality of the project design. (Maximum 15 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:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)

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. (5 points)

c. Quality of project services. (Maximum 15 points) The Secretary considers the quality of the services to be provided by the proposed project. In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers:

1. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (10 points)

2. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (5 points)

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

In addition, the Secretary considers:

1. The qualifications, including relevant training and experience, of the project director or principal investigator. (5 points)

2. The qualifications, including relevant training and experience, of key project personnel. (5 points)

e. Adequacy of resources. (Maximum 5 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:

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

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

f. Quality of the management plan. (Maximum 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:

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. (10 points)

2. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (5 points)

3. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (5 points)

g. Quality of the project evaluation. (Maximum 15 points)

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

1. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (5 points)

2. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. (5 points)

3. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)

2. Review and Selection Process: For five-year grants, awards will be made in rank order according to the average score received from a panel of three readers.

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. Tie-breaker for Grants. To resolve ties in the reader scores of applications for grants, the Department will award one additional point to an application from an IHE that has an

endowment fund for which the current market value, per FTE enrolled student, is less than the average current market value of the endowment funds, per FTE enrolled student at comparable institutions that offer similar instruction. In addition, to resolve ties in the reader scores of applications for grants, the Department will award one additional point to an application from an IHE that has expenditures for library materials per FTE enrolled student that are less than the average expenditures for library materials per FTE enrolled student at comparable institutions that offer similar instruction. We also will add one additional point to an application from an IHE that proposes to carry out one or more of the following activities--

1. Faculty development;
2. Funds and administrative management;
3. Development and improvement of academic programs;
4. Acquisition of equipment for use in strengthening management and academic programs;
5. Joint use of facilities; and
6. Student services.

For the purpose of these funding considerations, we will use the most recent complete data available (e.g., for FY 2010, we will use 2008-2009 data).

If a tie remains after applying the tie-breaker mechanism above, priority will be given to applicants that have the lowest endowment values per FTE enrolled student.

4. 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 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 in 34 CFR 75.118 and 34 CFR 607.31. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: The Secretary has established the following key performance measures for assessing the effectiveness of the AANAPISI program:

a. The percentage change, over a five-year period, of the number of full-time, degree-seeking undergraduates enrolling at

AANAPISIs. Note that this is a long-term measure, which will be used to periodically gauge performance;

b. The percentage of first-time, full-time degree-seeking undergraduate students at four-year AANAPISIs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI;

c. The percentage of first-time, full-time degree-seeking undergraduate students at two-year AANAPISIs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI;

d. The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year AANAPISIs who graduate within six years of enrollment; and

e. The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year AANAPISIs who graduate within three years of enrollment.

In addition, the Department has developed the following efficiency measure for the AANAPISI program.

Efficiency measure: Federal cost per undergraduate degree at AANAPISIs.

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 Contacts

For Further Information Contact: Pearson Owens or Darlene Collins, U.S. Department of Education, 1990 K Street, NW., room 6043, Washington, DC 20006-8513. You may contact these individuals at the following e-mail addresses or telephone numbers:

Pearson.Owens@ed.gov (202) 502-7804

Darlene.Collins@ed.gov (202) 502-7576

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 persons

listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: 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) on the Internet at the following site:

www.ed.gov/news/fedregister. To use PDF, you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys.

Dated:

Eduardo M. Ochoa,
Assistant Secretary for
Postsecondary Education.

AUTHORIZING LEGISLATION

The Asian American and Native American Pacific Islander-Serving Institution (AANAPISI) program is authorized under Title III, Part F, Section 371 of the Higher Education Act of 1965, as amended (HEA).

APPLICABLE REGULATIONS

Education Department General Administration Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 86, 97, 98 and 99. Also, the program regulations in 34 CFR part 607.5.

**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
EXECUTIVE ORDER 12372**

Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

**GENERAL EDUCATION PROVISIONS ACT (GEPA)
SECTION 427**

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The 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.*

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

NOTES:

- **Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**
- **Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.**

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Improve student achievement, with a focus on bringing all students to grade level in reading and mathematics by 2014
- Goal 2: Increase the academic achievement of all high school students
- Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

What are the performance indicators for the Asian American and Native American Pacific Islander-serving Institutions Program (AANAPISI) Program?

The performance indicators for the Asian American and Native American Pacific Islander-serving Institutions Program (AANAPISI) Program are part of the Department's plan for meeting Goal 3. The specific goal for the AANAPISI to improve the capacity of minority-serving institutions, which traditionally have limited resources and serve large numbers of low-income and minority students, to improve student success and to provide high-quality educational opportunities for their students.

The performance indicators for the Asian American and Native American Pacific Islander-serving Institutions Program are:

The percent increase in the number of full-time degree-seeking undergraduate students enrolled at AANAPISI.

The percentage of first-time, full-time degree-seeking undergraduate students at 4-year AANAPISI institutions who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI institution.

The percentage of first-time, full-time degree-seeking undergraduate students at 2-year AANAPISI institutions who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI institution.

The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year AANAPISI who graduate within six years of enrollment.

The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year AANAPISI who graduate within three years of enrollment.

How does the Department of Education determine whether performance goals have been met?

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. Data submitted annually by the institution to the Department of Education's Integrated Postsecondary Education Data System (IPEDS) will document the extent to which program goals and objectives are met.

The most recent version of a currently approved annual performance report can be viewed at <https://www.ed.gov/programs/iduestitle3a/performance/html>.

Instructions for Completing the Application Package

The AANAPISI program applications consist of the following:

Application for Federal Assistance (SF 424) and the Department of Education Supplemental Information for SF 424

NOTE:

Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of the Grants.gov application package.

Please do not attach any narrative, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed in Part III (below)

U. S. Department of Education Budget Information for Non-Construction Programs (ED 524)

Required Narratives

“Program Narrative Abstract Form”

“Program Narrative Selection Criteria”

“Program Narrative Profile Form”

NOTE: In the Grants.gov application package, applicants will find a list of “Mandatory Documents” which includes all of the required forms, assurances, the “ED Abstract Form,” and the “Project Narrative Attachment Form,”

The **“ED Abstract Form”** (found in the Grants.gov application package) is where the applicants will attach a one page abstract narrative to include an overview of your proposed project and a description of your institution’s distinguishing features, including:

- Your institution's level (2-year/4-year); control (private/public); affiliation; primary service population; and programs of study (e.g., liberal arts, technical programs).
- Student Body Characteristics: include the number of students--either full-time equivalent or headcount--and the racial, ethnic, age, and gender breakdown.
- Faculty Characteristics: include the number of full-time and adjunct faculty and

faculty to student ratio.

The “**Project Narrative Attachment Form**” (found in the Grants.gov application package) is where applicants will attach their narrative responses to the selection criteria that will be used to evaluate applications submitted for this competition. **Remember to submit a single narrative document that addresses each proposed activity (except endowment investing). BE SURE TO ADHERE TO THE ESTABLISHED PAGE LIMITATIONS OF:**

□ **50 pages for 5-year grants**

The “**Budget Narrative File**” section is where the Detail Budget Narrative should be uploaded. Applicants should recreate ED Form No. 524 (U.S. Department of Education Budget Information Non-Construction Programs) and attach a detail explanation of the budget categories. **(Note: Not included in the page count).**

The “**Program Narrative Profile Form**” is where applicants will attach the “Program Profile” page. The “Program Profile” page is found in this instructions document. Applicants must cut/copy and paste this page into a separate pdf document, complete the document with the information requested, and attach it to the “Other Attachments File”.

***All attachments must be in a PDF format. Other types of files will not be accepted.**

Assurances, Certifications, and Survey Forms

Applicants must complete the following forms included in the application package:

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

84.382B ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTIONS PROGRAM PROFILE

INSTRUCTIONS: *ALL applicants must complete these pages. The completed pages must be attached to the "Other Attachments Form" in the application package in Grants.gov (as either a .doc, .rtf, or, .pdf document). DO NOT MODIFY OR AMEND THESE PAGES.*

OPE ID # _____

1. INSTITUTION (Legal Name):

2. Are you applying as a Branch Campus? _____ YES _____ NO

3. ADDRESS (Applicants must indicate the address where the project will be located):

Project Address:

City: _____ State: _____ Zip: _____

4. Are you addressing an invitational priority? _____ YES _____ NO. If yes, indicate the priority by placing an "x" beside it.

- Priority 1- Increasing Postsecondary Success** – Projects that are designed to address the following priority areas: Increasing the number and proportion of high-need students who persist in and complete college or other postsecondary education and training;
- Priority 2- Enabling More Data-Based Decision-Making** – Projects that are designed to collect (or obtain), analyze, and use high-quality and timely data, including data on program participant outcomes, in accordance with privacy requirements, in the following priority area: Improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

5. ENDOWMENT FUND ASSURANCE:

- By checking this box (or placing an "X" beside it), an applicant certifies that the institution of higher education proposes to use up to twenty percent (20%) of the Strengthening Institutions Program grant award, made under the authority of Title III,**

Part F of the Higher Education Act of 1965, as amended, to establish or increase the institution's endowment fund. The institution agrees to abide by the Department of Education's regulations governing the Endowment Challenge Grant program, 34 CFR Part 628, the program statute, and the program regulations, 34 CFR Part 607. The institution further agrees to raise the required matching funds.

- 6. DUAL SUBMISSION CERTIFICATION:** If an institution applies for more than one grant, it must indicate which grant it wishes to receive if it is selected to receive more than one.
- Native American-Serving Nontribal Institutions (NASNTI) – Title III, Part F (84.382C)
 - Predominantly Black Institutions as defined in Title III, Part F (84.382A)
 - Hispanic Serving Institutions – STEM and Articulation as defined in Title III, Part F
 - Asian Americans and Native American Pacific Islander-Serving Institutions (AANAPISI) – Title III, Part F (84.382B)

7. Tie-Breaker Information

If the selection process ends in a tie and funds are not sufficient to fund all institutions, we will use the information provided here to determine who will receive a grant. In accordance with Section 607.23(b), the Secretary will award up to three (3) additional points based on the information provided here.

Content: On a separate page, provide the following information:

TOTAL 2009-2010 FULL-TIME EQUIVALENT (FTE) STUDENTS=_____

A. Total market value of endowment fund at the end of 2009-2010\$_____

B. Total expenditures for library materials during 2009-2010 \$_____

C. Check activities applicant proposes to carry out in application:

a. Faculty Development _____

b. Funds and administrative management _____

c. Development and improvement of academic programs _____

d. Acquisition of equipment for use in strengthening management and academic programs _____

- e. Joint use of facilities _____
- f. Student Services _____

9. ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTIONS CERTIFICATION:

By checking this box (or placing an “X” beside it), the applicant certifies pursuant to the statutory requirements governing the Asian American and Native American Pacific Islander-Serving Institutions Program, authorized under Title III, Part F, Section 371 of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA) that:

The named institution of higher education, at the time of application, has an enrollment of undergraduate students that is at least ten percent (10%) Asian American or Native American Pacific Islander. The term “Asian American” means a person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (See the Office of Management and Budget’s Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity as published on October 30, 1997 (62 Fed. Reg. 58789). The term ‘Native American Pacific Islander’ means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States.

- Please provide us with the documentation the institution relied upon in determining that at least 10 percent of the Institution’s undergraduate FTE students are Asian American or Native American Pacific Islander.**

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)
- ___ ED Abstract Form
- ___ Budget Narrative Attachment Form
- ___ Project Narrative Attachment Form
- 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)
 - ___ Survey on Ensuring Equal Opportunity for Applicants (if applicable for this program; refer to instructions)

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 **1840-** . The time required to complete this information collection is estimated to vary from 20 to 45 hours per response, with an average of 40 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.