

**U.S. Department of Education  
Office of Elementary and Secondary Education  
Academic Improvement and Teacher Quality Programs  
Washington, D.C. 20202-6200**

**Fiscal Year 2014**

**Application for New Grants Under  
the Advanced Placement Test Fee Program**

**CFDA 84.330B**



**Dated Material - Open Immediately  
Closing Date: May 8, 2014**

**Approved OMB Number: 1894-0006  
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## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0006. Public reporting burden for this collection of information is estimated to average 15 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The obligation to respond to this collection is required to obtain or retain benefit (EDGAR (34 CFR 75.104(a))).

**If you have comments or concerns regarding the status of your individual submission of this application,** please contact Francisco Ramirez, Advanced Placement Test Fee program, U.S. Department of Education, 400 Maryland Avenue, SW, 3E224, Washington D.C. 20202-6200 directly. *Please do not return the completed application to this address.*

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**United States Department of Education**  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
ACADEMIC IMPROVEMENT AND TEACHER QUALITY PROGRAMS

Dear Colleague:

Thank you for your interest in the Advanced Placement Test Fee Program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education. This information is for applicants seeking Fiscal Year (FY) 2014 funding under the Advanced Placement Test Fee Program, authorized under Title I, Part G of the Elementary and Secondary Education Act of 1965 (ESEA), as amended. The AP Test Fee Program awards grants to eligible State educational agencies (SEAs) in order to enable them to pay all or a portion of advanced placement test fees on behalf of eligible low-income students who: (1) are enrolled in an advanced placement course and (2) plan to take an advanced placement exam. The program is designed to increase the number of low-income students who take advanced placement tests and receive scores for which college academic credit is awarded.

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

**Important changes for FY 2014:** Please note the following changes and review the Federal Register notice announcing the grant competition for further information.

- 1) The Department expects program funds to be sufficient to pay all but \$18 of the cost of each advanced placement exam taken by low-income students.
- 2) AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students.
- 3) The FY 2014 grants will provide funding for all exams administered for **school year 2013-14** and a portion of the exams administered for **school year 2014-15**. Further information and instructions on how to request funds for school years 2013-14 and 2014-15 are included in this application package.

Using FY 2014 funds, the Department expects to award \$28,483,000 for new grants under the Advanced Placement Test Fee program. We will award discretionary grants for a project period of up to 12 months. Grants are expected to be awarded in September.

Please visit our program website at <http://www.ed.gov/programs/apfee/index.html> for further information. If you have any questions about the program after reviewing the application package, please contact Francisco Ramirez by telephone at (202) 260-1541 or via e-mail at [francisco.ramirez@ed.gov](mailto:francisco.ramirez@ed.gov).

Sylvia Lyles  
Director

## Program Background Information

### ***Program Purpose***

The AP Test Fee Program awards grants to eligible State educational agencies (SEAs) in order to enable them to pay all or a portion of advanced placement test fees on behalf of eligible low-income students who: (1) are enrolled in an advanced placement course; and (2) plan to take an advanced placement exam. The program is designed to increase the number of low-income students who take advanced placement tests and receive scores for which college academic credit is awarded.

### ***Definition of Low-Income Individual***

Section 1707(3) of the Elementary and Secondary Act defines the term “low-income individual” as an individual who is determined by a State educational agency or local educational agency to be a child, ages 5 through 19, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of the Elementary and Secondary Education Act, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under part A of title IV of the Social Security Act (Temporary Assistance for Needy Families), or data on children eligible to receive medical assistance under the Medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data. Further information is provided in the AP Test Fee Income Eligibility Standards section of this application.

### ***Documentation of Status of Low-Income Individual***

Section 1704(d)(3) of the authorizing statute requires that a student’s status as a low-income individual include documentation required under chapter 1 of subpart 2 of part A of title IV of the Higher Education Act of 1965 as referenced below:

(1) Except in the case of an independent student, as defined in section 480(d), documentation of an individual’s status pursuant to subsection (g)(2) shall be made by providing the Secretary with: (a) a signed statement from the individual’s parent or legal guardian; (b) verification from another governmental source; (c) a signed financial aid application; or (d) a signed United States or Puerto Rico income tax return.

(2) In the case of an independent student, as defined in section 480(d), documentation of an individual’s status pursuant to subsection (g)(2) shall be made by providing the Secretary with: (a) a signed statement from the individual; (b) verification from another governmental source; (c) a signed financial aid application; or (d) a signed United States or Puerto Rico income tax return.

### ***Eligible Applicants***

Eligible applicants under the AP Test Fee program are: SEAs in any State, including the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the freely associated states of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau (subject to continued eligibility).

Note: For the purposes of this program, the Bureau of Indian Education in the U.S. Department of the Interior is treated as an SEA.

**Note:** In determining whether to approve an application for a new award (including the amount of the award) from an applicant with a current grant under this program, the Department will consider the amount of any unexpended funds under the existing grant and the applicant's use of funds under previous AP Test Fee grant awards.

***Supplement-Not-Supplant***

Section 1706 of the authorizing statute requires that grant funds provided under the AP Test Fee program supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals to pay for the cost of advanced placement test fees.

***Application Review***

The Department intends to fund, at some level, all applications that meet the requirements for Approval of Application as described in the application package for this program and that demonstrate need for new or additional funds to pay advanced placement exam fees on behalf of low-income students for school years **2013-14 and 2014-15**.

**PLEASE NOTE THE FOLLOWING CHANGES FOR FY 2014:**

For FY 2014, the Department expects to award approximately \$28,483,000 in new grants under this program. Based on the anticipated number of applications and other available information, the Department expects this amount to be sufficient to pay (1) all but \$18 of the cost of each advanced placement exam taken by low-income students in school year 2013-14; and (2) all but \$18 of the cost of some of the advanced placement exams taken by low-income students in school year 2014-15.

Accordingly, SEAs may use AP Test Fee program funds to cover a portion of the cost of each approved advanced placement exam taken by low-income students in school years 2013-14 and 2014-15 as follows: (a) up to \$37 for each Advanced Placement test administered by the College Board; (b) up to \$86 for each Diploma Programme test administered by the International Baccalaureate Organization; and (c) up to \$39 for each Advanced Subsidiary test and up to \$68 for each Advanced test administered by Cambridge International Examinations.

To the extent that FY 2014 funds are insufficient to cover the cost of advanced placement exams taken by low-income students in school year 2014-15, contingent upon the availability of funds, the Department may award supplemental funds to existing grantees in FY 2015 to cover the cost of advanced placement exams taken by low-income students in school year 2014-15.

Note: AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students. Therefore, the student registration fee charged by the International Baccalaureate Organization and the candidate fee charged by the Cambridge International Examinations are not allowable costs under this program.

Further information and instructions on how to request funds for school years 2013-14 and 2014-15 are included in the application package for this program.

### ***Technical Assistance Webinarss***

To help you plan and prepare for the submission of your application, we will be holding technical assistance webinars for applicants. We have scheduled **three webinar sessions** to try and accommodate both east coast and west coast schedules.

**Note:** Applicants only need to participate in one webinar session.

We have two webinars scheduled on **Monday March 31, 2014**. The first is scheduled from **10 a.m.-12 p.m.** (Washington DC time) and the second will take place from **3 p.m.-5p.m.** (Washington DC time).

A third webinar is scheduled on **Thursday, April 3, 2014** from **11 a.m.-1 p.m.** (Washington DC time).

To participate in the webinar, you must register by e-mail at [francisco.ramirez@ed.gov](mailto:francisco.ramirez@ed.gov). Please include "2014 AP Test Fee Webinar" in the subject line. Once you have registered, you will receive specific information and instructions on joining the webinar.

### ***Application Deadline***

Applications for grants under this program **must** be submitted electronically through Grants.Gov by **4:30:00 p.m., Washington, DC time, on May 8, 2014**. The Department will not accept an application for this program after 4:30:00 p.m., Washington, DC time, on the application deadline date. Please review the instructions in this application package for meeting this deadline.

## AP Test Fee Income Eligibility Standards

The statutory definition of “low-income individual” (section 1707(3)) gives States the flexibility to select from among several definitions of “low-income” to determine a student’s eligibility for AP Test Fee payments. Your application should identify the definition(s) you intend to use in determining eligibility for the FY 2014 grant funds for which you are applying.

### Authorized Definitions of “Low-Income Individual”

#### ***Census Bureau’s “poverty threshold.”***

A State may use the Census Bureau’s “poverty threshold” to determine whether a student may be considered “a low-income individual” who is eligible for AP Test Fee assistance. The Census Bureau’s “poverty threshold” is used by the Secretary in determining Title I, Part A basic grant allocations under section 1124 of the Elementary and Secondary Education Act. The “poverty threshold” definition is used by all Federal agencies in their statistical collections, but it is rarely used to establish eligibility for means-tested programs. School administrators in your State are unlikely to be familiar with it.

The Census “poverty threshold” varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. It is updated for inflation annually using the Consumer Price Index for All Urban Consumers (CPI-U). The Census Bureau releases updates of the “poverty threshold” in the fall of the year after the year for which poverty is measured.

If a State chooses to use the Census Bureau’s “poverty threshold” to determine a student’s low-income status and eligibility for AP Test Fee assistance during school year 2013-14, it should use the 2013 “poverty threshold.”

The 2013 threshold can be found on the Census Bureau’s website at the link below:

<http://www.census.gov/hhes/www/poverty/data/threshld/thresh13.xls>

A State that chooses to use the Census Bureau’s “poverty threshold” also should note the income that must be included in making a determination as to whether a family’s income is at or below the threshold. This information is available on the Census Bureau’s website at the link below:

<http://www.census.gov/hhes/www/poverty/about/overview/measure.html>

#### ***Eligibility for Free or Reduced Price Lunches under the National School Lunch Act***

A State may consider a student who is eligible for a free or reduced price lunch under the National School Lunch Act to be a “low-income individual” who is eligible for AP Test Fee assistance. A student is eligible for a free or reduced price lunch if her family’s income is at or below 185 percent of the poverty level issued annually by the Department of Health and Human Services (HHS).<sup>1</sup>

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<sup>1</sup> A student is eligible for a free lunch if her family’s income is at or below 130 percent of the HHS poverty guidelines, and eligible for a reduced price lunch if her family’s income is between 131 and 185 percent of the HHS poverty guidelines.

**This eligibility standard is likely to include more students than the other eligibility standards authorized by the statute, and also is the most well-known and understood standard among school administrators.**

The HHS poverty level is a simplified version of the Census Bureau’s “poverty threshold” and is commonly used to establish eligibility in means-tested programs. The HHS poverty level varies by family size, but not by age of family members. HHS establishes one set of poverty levels for the 48 contiguous States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands, another set for Alaska, and a third set for Hawaii. It is updated for inflation annually using the Consumer Price Index for All Urban Consumers (CPI-U).

If a State chooses to use eligibility for a free or reduced price lunch to determine a student’s low-income status and eligibility for AP Test Fee assistance during school year 2013-14, it should use the 2013-14 school year eligibility guidelines published by the Department of Agriculture in the Federal Register on March 29, 2013. This notice is available at:

[http://www.fns.usda.gov/cnd/Governance/notices/iegs/IEG\\_Table-032913.pdf](http://www.fns.usda.gov/cnd/Governance/notices/iegs/IEG_Table-032913.pdf)

In addition, the National School Lunch Act allows schools that offer all students lunches at no charge, regardless of individual students' economic status, to certify students as eligible for free and reduced price lunches once every four years and longer under certain conditions. These alternatives to the traditional requirements for annual certification, known as “Provision 2” and “Provision 3,” reduce local paperwork and administrative burden. The school lunch regulations prohibit schools that make use of these alternatives from collecting eligibility data and certifying students on an annual basis for other purposes. This prohibition has raised issues about how such schools can obtain the data needed to determine if a student is a “low-income individual” for the purposes of the AP Test Fee program. We have determined that, for purposes of determining eligibility for AP Test Fee assistance, school officials may deem all students in Provision 2 or 3 schools to be “low-income individuals” eligible for AP Test Fee assistance. Your State’s director of child nutrition programs can assist you in identifying Provision 2 or 3 high schools in your State. A list of State agency contacts is available on the U.S. Department of Agriculture’s website at the link below:

<http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>

***Receipt of Temporary Assistance for Needy Families (Part A of Title IV of the Social Security Act)***

A State may consider a student who is a member of a family that receives Temporary Assistance for Needy Families (TANF) to be a “low-income individual” who is eligible for AP Test Fee assistance. Eligibility rules for TANF are different in every State and, not all families who are eligible for TANF participate in the program.

If a State chooses to use receipt of TANF benefits by a student’s family to establish a student’s low-income status and eligibility for AP Test Fee assistance during school year 2013-14, it should consult with the State agency responsible for TANF to learn how it can determine whether or not a student is a member of a family that receives TANF benefits.

***Eligibility for Medicaid (Title XIX of the Social Security Act)***

A State may consider a student who is eligible for Medicaid to be a “low-income individual” who is eligible for AP Test Fee assistance. Medicaid eligibility rules are different in every State. In all States,

however, a youth age 19 or younger whose family has an income that is at or below 100 percent of the HHS poverty guidelines or that is eligible for TANF, or a pregnant woman whose family has an income that is at or below 133 percent of the poverty level, is eligible for Medicaid.

If a State chooses to use Medicaid eligibility to establish a student's low-income status and eligibility for AP Test Fee assistance during school year 2013-14, it should consult with the State agency responsible for Medicaid to learn how it can determine whether or not a student is eligible for its State Medicaid program.

***An Alternate Method***

The statute permits States to use “an alternate method that combines or extrapolates from” the preceding four eligibility standards to determine whether a student is a “low-income individual” who is eligible for AP Test Fee assistance. A State that chooses to use an alternate method must describe this method its application.

## Application Submission Procedures

*The deadline for submission of the Advanced Placement Test Fee Program applications through Grants.gov is May 8, 2014.*

### **Application Transmittal Instructions**

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

### Applications Submitted Electronically

You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will not accept an application for this program after 4:30:00 p.m., Washington, DC time, on the application deadline date.

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.

*Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.)*

*Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#).*

### **Please note the following:**

- You must upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. **If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.**
- If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources: <http://www.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>
- You **must** submit all documents electronically, including all information you typically provide on the following forms: the 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.
- 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.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

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

Submission of Paper Applications by Mail

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

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.330B)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

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

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

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

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

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

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

Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.330B)  
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 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.

## *Education Submission Procedures*

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

### **ATTENTION – Adobe Forms and PDF Files Required**

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.)

Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#).

We strongly recommend that you review these details on [www.Grants.gov](http://www.Grants.gov) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”)

If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete.

Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov.

For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).)]

- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

**Important Note:** To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM

(formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov.

Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/applicant-faqs/tracking-an-application.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below.

**Note:** You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### **Submission Problems – What should you do?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

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

### ***Helpful Hints When Working with Grants.gov***

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

Please go to <http://www.grants.gov/web/grants/about/contact-us.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov <http://www.grants.gov/web/grants/applicants/applicant-resources.html>.

### **Dial-Up Internet Connections**

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.

**If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### **MAC Users**

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

### ***Attaching Files – Additional Tips***

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice.

Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file.

Any attachments uploaded that are not .PDF files or are password protected files will not be read.

If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources:

<http://www.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters in the file name, contain no spaces, no special characters (example: -, &, \*, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

## Legal and Regulatory Information

### *Notice inviting applications for new awards using FY 2014 funds*

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Advanced Placement (AP) Test Fee Program

AGENCY: Office of Elementary and Secondary Education, Department of Education.

ACTION: Notice.

#### Overview Information:

Advanced Placement Test Fee Program

Notice inviting applications for new awards for fiscal year (FY) 2014.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.330B.

#### Dates:

Applications Available: March 24, 2014.

Deadline for Transmittal of Applications: May 8, 2014.

Deadline for Intergovernmental Review: July 7, 2014.

#### Full Text of Announcement

##### I. Funding Opportunity Description

Purpose of Program: The Advanced Placement (AP) Test Fee program awards grants to eligible State educational agencies (SEAs) to enable them to pay all or a portion of advanced placement test fees on behalf of eligible low-income students who (1) are enrolled in an advanced placement course and (2) plan to take an advanced placement exam. The program is designed to increase the number of low-income students who take advanced placement tests and receive scores for which college academic credit is awarded.

Program Authority: 20 U.S.C. 6534.

Applicable Regulations: (a) The Education Department General Administration Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 80, 81, 82, 84, 97, 98, and 99. (b) The Education Department suspension and debarment regulations in 2 CFR part 3485.

##### II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$28,483,000.

Due to limited funds, the Department does not plan to make new or continuation awards under the Advanced Placement Incentive program in FY 2014.

Estimated Range of Awards: \$13,235-\$10,757,186.

Estimated Average Size of Awards: \$662,395.

Estimated Number of Awards: 43.

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

Project Period: Up to 12 months.

##### III. Eligibility Information

1. Eligible Applicants: SEAs in any State, including the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the freely associated states of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau (subject to continued eligibility).

Note: For the purposes of this program, the Bureau of Indian Education in the U.S. Department of the Interior is treated as an SEA.

2. a. Cost Sharing or Matching: This program does not require cost sharing or matching.
- b. Supplement-Not-Supplant: This program involves supplement-not-supplant funding requirements. Section 1706 of the ESEA requires that grant funds provided under the AP Test Fee program supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals in paying for the cost of advanced placement test fees.

#### IV. Application and Submission Information

1. Address to Request Application Package: To obtain an application package via the Internet use the following address: [www.ed.gov/programs/apfee/applicant.html](http://www.ed.gov/programs/apfee/applicant.html).

To obtain an application package from the Department use the following address: Francisco Ramirez, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E224, Washington, DC 20202-6200. Telephone: (202) 260-1541 or by email: [francisco.ramirez@ed.gov](mailto:francisco.ramirez@ed.gov).

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

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

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

3. Submission Dates and Times:

Applications Available: March 24, 2014.

Deadline for Transmittal of Applications: May 8, 2014.

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 7, 2014.

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

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department, 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 System for Award Management (SAM) (formerly 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 SAM 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 SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov. and before you can submit an application through Grants.gov.

If you are currently registered with SAM, 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 registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

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 at the following Grants.gov Web page:

<http://www.grants.gov/web/grants/register.html>.

7. Other Submission Requirements: Applications for grants under this 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 AP Test Fee program, CFDA number 84.330B, must be submitted electronically using the Governmentwide Grants.gov Apply site at [www.Grants.gov](http://www.Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email 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 AP Test Fee program at [www.Grants.gov](http://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 84.330, not 84.330B).

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: the 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 upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable 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 email. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (a Department-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 prevents 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: Francisco Ramirez, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E224, Washington, DC 20202-6200. FAX: (202) 260-8969.

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 84.330B)  
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 84.330B)  
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. Review and Selection Process: The Department intends to fund, at some level, all applications that meet the requirements for Approval of Application as described in the application package for this program and that demonstrate need for new or additional funds to pay advanced placement exam fees on behalf of low-income students for school years 2013-14 and/or 2014-15.

For FY 2014, the Department expects to award approximately \$28,483,000 in new grants under this program. Based on the anticipated number of applications and other available information, the Department expects this amount to be sufficient to pay (1) all but \$18 of the cost of each advanced placement exam taken by low-income students in school year 2013-14; and (2) all but \$18 of the cost of some of the advanced placement exams taken by low-income students in school year 2014-15.

Accordingly, SEAs may use AP Test Fee program funds to cover a portion of the cost of each approved advanced placement exam taken by low-income students in school years 2013-14 and 2014-15 as follows: (a) up to \$37 for each Advanced Placement test administered by the College Board; (b) up to \$86 for each Diploma Programme test administered by the International Baccalaureate Organization; and (c) up to \$39 for each Advanced Subsidiary test and up to \$68 for each Advanced test administered by Cambridge International Examinations. To the extent that FY 2014 funds are insufficient to cover the cost of advanced placement exams taken by low-income students in school year 2014-15, contingent upon the availability of funds, the Department may award supplemental funds to existing grantees in FY 2015 to cover the cost of advanced placement exams taken by low-income students in school year 2014-15.

Note: AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students. Therefore, the student registration fee charged by the International Baccalaureate Organization and the candidate fee charged by the Cambridge International Examinations are not allowable costs under this program.

Further information and instructions on how to request funds for school years 2013-14 and 2014-15 are included in the application package for this program.

Also, in determining whether to approve an application for a new award (including the amount of the award) from an applicant with a current grant under this program, the Department will consider the amount of any unexpended funds under the existing grant and the applicant's use of funds under previous AP Test Fee grant awards.

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).

2. 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); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also. If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. 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 and section 1704(f) of the ESEA should you receive funding under the competition. The reporting requirements in 2 CFR part 170 do 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. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the Department has developed five performance measures to evaluate the overall effectiveness of the AP Test Fee program: (1) The number of advanced placement tests taken by low-income public school students nationally; (2) The number of advanced placement tests taken by minority (Hispanic, Black, Native American) public school students nationally; (3) The percentage of advanced placement tests passed (for AP exams, scores of 3-5) by low-income public school students nationally; (4) The number of advanced placement tests passed (for AP exams, scores of 3-5) by low-income public school students nationally; and (5) The cost per passage of an advanced placement test taken by a low-income public school student. The information provided by grantees in their final performance reports will be one of the sources of data for the measures. Other sources of data include the College Board, IB Americas, and University of Cambridge International Examinations.

## VII. Agency Contact

For Further Information Contact: Francisco Ramirez, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E224, Washington, DC 20202-6200. Telephone: (202) 260-1541 or by email: francisco.ramirez@ed.gov.

If you use a TDD or a TTY, 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 compact disc) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

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

Dated: March 19, 2014

/S/

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Deborah Delisle,  
Assistant Secretary for  
Elementary and Secondary Education.

## ***Program Statute***

### **Sec. 1701. Short Title.**

This part may be cited as the 'Access to High Standards Act'.

### **Sec. 1702. Purposes.**

The purposes of this part are —

- (1) to support State and local efforts to raise academic standards through advanced placement programs, and thus further increase the number of students who participate and succeed in advanced placement programs;
- (2) to encourage more of the 600,000 students who take advanced placement courses each year but do not take advanced placement exams each year, to demonstrate their achievements through taking the exams;
- (3) to build on the many benefits of advanced placement programs for students, which benefits may include the acquisition of skills that are important to many employers, Scholastic Aptitude Test (SAT) scores that are 100 points above the national averages, and the achievement of better grades in secondary school and in college than the grades of students who have not participated in the programs;
- (4) to increase the availability and broaden the range of schools, including middle schools, that have advanced placement and pre-advanced placement programs;
- (5) to demonstrate that larger and more diverse groups of students can participate and succeed in advanced placement programs;
- (6) to provide greater access to advanced placement and pre-advanced placement courses and highly trained teachers for low-income and other disadvantaged students;
- (7) to provide access to advanced placement courses for secondary school students at schools that do not offer advanced placement programs, increase the rate at which secondary school students participate in advanced placement courses, and increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded;
- (8) to increase the participation of low-income individuals in taking advanced placement tests through the payment or partial payment of the costs of the advanced placement test fees; and
- (9) to increase the number of individuals that achieve a baccalaureate or advanced degree, and to decrease the amount of time such individuals require to attain such degrees.

### **Sec. 1703. Funding Distribution Rule.**

From amounts appropriated under section 1002(g) for a fiscal year, the Secretary shall give priority to funding activities under section 1704 and shall distribute any remaining funds under section 1705.

### **Sec. 1704. Advanced Placement Test Fee Program.**

(a) GRANTS AUTHORIZED- From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants to State educational agencies having applications approved under this section to enable the State educational agencies to reimburse low-income individuals to cover part or all of the costs of advanced placement test fees, if the low-income individuals —

- (1) are enrolled in an advanced placement course; and
- (2) plan to take an advanced placement test.

(b) AWARD BASIS- In determining the amount of the grant awarded to a State educational agency under this section for a fiscal year, the Secretary shall consider the number of children eligible to be counted under section 1124(c) in the State in relation to the number of such children so counted in all the States.

(c) **INFORMATION DISSEMINATION-** A State educational agency awarded a grant under this section shall disseminate information regarding the availability of advanced placement test fee payments under this section to eligible individuals through secondary school teachers and guidance counselors.

(d) **APPLICATIONS-** Each State educational agency desiring to receive a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. At a minimum, each State educational agency application shall —

(1) describe the advanced placement test fees the State educational agency will pay on behalf of low-income individuals in the State from grant funds awarded under this section;

(2) provide an assurance that any grant funds awarded under this section shall be used only to pay for advanced placement test fees; and

(3) contain such information as the Secretary may require to demonstrate that the State educational agency will ensure that a student is eligible for payments authorized under this section, including documentation required under chapter 1 of subpart 2 of part A of title IV of the Higher Education Act of 1965.

(e) **REGULATIONS-** The Secretary shall prescribe such regulations as are necessary to carry out this section.

(f) **REPORT-**

(1) **IN GENERAL-** Each State educational agency awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

(A) the number of students in the State who are taking an advanced placement course in that subject;

(B) the number of advanced placement tests taken by students in the State who have taken an advanced placement course in that subject;

(C) the number of students in the State scoring at different levels on advanced placement tests in that subject; and

(D) demographic information regarding individuals in the State taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) **REPORT TO CONGRESS-** The Secretary shall annually compile the information received from each State educational agency under paragraph (1) and report to the appropriate committees of Congress regarding the information.

(g) **BIA AS SEA-** For purposes of this section the Bureau of Indian Affairs shall be treated as a State educational agency.

### **Sec. 1705. Advanced Placement Incentive Program Grants.**

(a) **GRANTS AUTHORIZED-**

(1) **IN GENERAL-** From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants, on a competitive basis, to eligible entities to enable those entities to carry out the authorized activities described in subsection (d).

(2) **DURATION AND PAYMENTS-**

(A) **DURATION-** The Secretary shall award a grant under this section for a period of not more than 3 years.

(B) **PAYMENTS-** The Secretary shall make grant payments under this section on an annual basis.

(3) **DEFINITION OF ELIGIBLE ENTITY-** In this section, the term 'eligible entity' means a State educational agency, local educational agency, or national nonprofit educational entity with expertise in advanced placement services.

(b) **APPLICATION-** Each eligible entity desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require.

(c) **PRIORITY-** In awarding grants under this section, the Secretary shall give priority to an eligible entity that submits an application under subsection (b) that —

- (1) demonstrates a pervasive need for access to advanced placement incentive programs;
- (2) provides for the involvement of business and community organizations in the activities to be assisted;
- (3) assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted;
- (4) demonstrates a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science;
- (5) demonstrates an intent to carry out activities that target —
  - (A) local educational agencies serving schools with a high concentration of low-income students; or
  - (B) schools with a high concentration of low-income students; and
- (6) in the case of a local educational agency, assures that the local educational agency serves schools with a high concentration of low-income students; or
- (7) demonstrates an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

(d) **AUTHORIZED ACTIVITIES-**

(1) **IN GENERAL-** Subject to paragraph (2), an eligible entity shall use grant funds made available under this section to expand access for low-income individuals to advanced placement incentive programs that involve —

- (A) teacher training;
- (B) pre-advanced placement course development;
- (C) coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses;
- (D) books and supplies; or
- (E) activities to increase the availability of, and participation in, on-line advanced placement courses; or
- (F) any other activity directly related to expanding access to and participation in advanced placement incentive programs, particularly for low-income individuals.

(2) **STATE EDUCATIONAL AGENCY-** In the case of an eligible entity that is a State educational agency, the entity may use grant funds made available under this section to award subgrants to local educational agencies to enable the local educational agencies to carry out the activities under paragraph (1).

(e) **CONTRACTS-** An eligible entity awarded a grant to provide online advanced placement courses under this part may enter into a contract with a nonprofit or for profit organization to provide the online advanced placement courses, including contracting for necessary support services.

(f) **DATA COLLECTION AND REPORTING-**

(1) **DATA COLLECTION-** Each eligible entity awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

- (A) the number of students served by the eligible entity who are taking an advanced placement course in that subject;
- (B) the number of advanced placement tests taken by students served by the eligible entity in that subject;
- (C) the number of students served by the eligible entity scoring at different levels on advanced placement tests in that subject; and
- (D) demographic information regarding individuals served by such agency who taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) REPORT- The Secretary shall annually compile the information received from each eligible entity under paragraph (1) and report to the appropriate committees of Congress regarding the information.

**Sec. 1706. Supplement, Not Supplant.**

Grant funds provided under this part shall supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals to pay for the cost of advanced placement test fees or to expand access to advanced placement and pre-advanced placement courses.

**Sec. 1707. Definitions.**

In this part:

(1) ADVANCED PLACEMENT TEST- The term advanced placement test' means an advanced placement test administered by the College Board or approved by the Secretary.

(2) HIGH CONCENTRATION OF LOW-INCOME STUDENTS- The term high concentration of low-income students', used with respect to a school, means a school that serves a student population 40 percent or more of whom are low-income individuals.

(3) LOW-INCOME INDIVIDUAL- The term low-income individual' means an individual who is determined by a State educational agency or local educational agency to be a child, ages 5 through 19, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of this Act, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under part A of title IV of the Social Security Act, or data on children eligible to receive medical assistance under the medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.

# Application Instructions

## *Electronic Application Format*

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions found in the Federal Register notice.

**The deadline for submission of Advanced Placement Test Fee Program applications through Grants.gov is May 8, 2014 and we strongly recommend that you do not wait until the last day to submit your application.**

In accordance with EDGAR §75.216 (b) and (c), an application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program.

*Important note:* For this competition it is **mandatory** for applicants to submit their application electronically using the Grants.gov Apply site (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 must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will not accept an application for this program after 4:30:00 p.m., Washington, DC time, on the application deadline date.

Please do not attach any narratives, supporting files, or application components to any forms unless it is specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application package.

**Ensure that you attach .PDF files only for any attachments to your application, and they must be in a read-only, non-modifiable format.** PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice.

### ***Electronic Application Submission Checklist***

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process.

*Review your electronic application to ensure you have completed the following forms and sections:*

#### **Part 1: Preliminary Documents**

- Application for Federal Assistance (SF 424)
- ED SF-424 Supplement

#### **Part 2: Budget Information**

- U.S. Department of Education Budget Information—Non-Construction Programs

#### **Part 3: ED Abstract Form**

- Project Abstract

#### **Part 4: Project Narrative Attachment Form**

- Application Narrative

#### **Part 5: Budget Narrative Attachment Form**

- Budget Narrative

#### **Part 6: Assurances and Certifications**

- Assurances Non-Construction Programs (SF 424B)
- Grants.gov Lobbying Form
- ED GEPA 427 Form

#### **Part 7: Intergovernmental Review (Executive Order 12372)**

- State Single Point of Contact (SPOC) List

***Part 1: Preliminary Documents***

- Application for Federal Assistance (SF 424)
- ED SF-424 Supplement

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number).

When applying electronically via Grants.gov, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry).

*Applicants are advised to complete the Application for Federal Assistance (SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.*

Please do not attach any narratives, supporting files, or application components to the Application for Federal Assistance (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

**INSTRUCTIONS FOR THE SF-424**

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

Item	Entry:	Item:	Entry:
1.	<b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</li> </ul> <p>A. Increase Award                      D. Decrease Duration  B. Decrease Award                      E. Other (specify)  C. Increase Duration</p>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.	16.	<b>Congressional Districts Of:</b> 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of

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

## Instructions for U.S. Department of Education Supplemental Information for the SF-424

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (\*) are mandatory.

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

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the Federal Register will specify this information

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

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

**3a. If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for U.S. Department of Education Supplemental Information for SF-424.”)

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

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

**3b. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. (A list of current FWAs is available at: <http://ohrp.cit.nih.gov/search/asearch.asp#ASUR>) If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**3c.** If applicable, please attach your “Exempt Research” or “Nonexempt Research” narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II, “Instructions for Exempt and Nonexempt Human Subjects Research Narratives” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

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

**No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.**

**Paperwork Burden Statement.** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-0170. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Francisco Ramirez, Advanced Placement Test Fee program, U.S. Department of Education, 400 Maryland Avenue, SW, 3E224, Washington D.C. 20202-6200.

## Definitions for U.S. Department of Education Supplemental Information for the SF-424

### Definitions:

#### Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

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

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

### PROTECTION OF HUMAN SUBJECTS IN RESEARCH

#### I. Definitions and Exemptions

##### A. Definitions.

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

##### —Research

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

##### —Human Subject

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

##### B. Exemptions.

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

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.***

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

***Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not

attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. *[This exemption applies only to retrospective studies using data collected before the initiation of the research.]*

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. *[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by HHS at the time the regulations were established. We will strictly construe this exemption because it was not intended to apply to ED research.]*

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

## II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects “exempt research” or “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### A. Exempt Research Narrative.

If you marked “Yes” for item 3.b. and designated exemption numbers(s), attach the “exempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### B. Nonexempt Research Narrative.

If you marked “No” for item 3.b. you must attach the “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

#### (1) Human Subjects Involvement and Characteristics:

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

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

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

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

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

subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

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

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

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:  
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

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

## ***Part 2: Budget Information***

### U.S. Department of Education Budget Information—Non-Construction Programs

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided within this application package.

#### *Instructions for completing ED Form 524 Section A and B:*

All applicants must complete **Section A**, columns for Year 1, and the total column. Year 1 costs include test fees for school years 2013-14 and 2014-15.

**Do not include test fees for school year 2013-14 in Year 1 and test fees for school year 2014-15 in Year 2. Fees for both school years should be included in Year 1. Year 2 should be left blank.**

In addition, due to the supplement-not-supplant statutory requirement, all applicants that contribute non-Federal funds to pay all or part of the cost of AP test fees for eligible low-income students must complete **Section B** (Budget Summary for Non-Federal Funds).

**Please note:** The budget categories that are unallowable under this program have been identified as not applicable below and should be left blank when completing Section A and/or Section B of the 524 Budget Form.

Name: Enter the name of the applicant organization(s) or institution(s) in the blank space provided.

Personnel (line 1): Not applicable.

Fringe Benefits (line 2): Not applicable.

Travel (line 3): Not applicable.

Equipment (line 4): Not applicable.

Supplies (line 5): Not applicable.

Contractual (line 6): If appropriate, indicate the amount of funds you will pay for test fees for school years 2013-14 and 2014-15 through one or more contracts.

Construction (line 7): Not applicable.

Other (line 8): If appropriate, indicate the amount of funds for school years 2013-14 and 2014-15 you will pay for test fees through a means other than a contract.

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): Not applicable.

Training Stipends (line 11): Not applicable.

Total Cost (line 12): This should equal the sum on line 9. The sum for column F, labeled *Total*, should also be equal to item 14(g) on the application face sheet (ED Form 424).

## Instructions for ED 524

### General Instructions

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

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

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

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

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

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

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

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

**Indirect Cost Information:** If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

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

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

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

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

### Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

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

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:

- The specific costs or contributions by budget category;
- The source of the costs or contributions; and
- In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

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

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

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

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

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

5. Provide other explanations or comments you deem necessary.

### Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0008. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to Francisco Ramirez, Advanced Placement Test Fee program, U.S. Department of Education, 400 Maryland Avenue, SW, 3E224, Washington D.C. 20202-6200.

### **Part 3: ED Abstract Form**

*This section should be attached as a **single document** to the Project Abstract Form in accordance with the instructions found on Grants.Gov. It should be organized in the following manner and include the following parts in order to expedite the review process.*

**If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.** Ensure that you attach .PDF files only for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice.

Any attachments uploaded that are not .PDF files or are password protected files will not be read.

#### **Please note the following changes for FY 2014:**

For FY 2014, the Department expects to award approximately \$28,483,000 in new grants under this program. Based on the anticipated number of applications and other available information, the Department expects this amount to be sufficient to (1) all but \$18 of the cost of each advanced placement exam taken by low-income students in school year 2013-14; and (2) all but \$18 of the cost of some of the advanced placement exams taken by low-income students in school year 2014-15.

Accordingly, SEAs may use AP Test Fee program funds to cover a portion of the cost of each approved advanced placement exam taken by low-income students in school years 2013-14 and 2014-15 as follows: (a) up to \$37 for each Advanced Placement test administered by the College Board; (b) up to \$86 for each Diploma Programme test administered by the International Baccalaureate Organization; and (c) up to \$39 for each Advanced Subsidiary test and up to \$68 for each Advanced test administered by Cambridge International Examinations.

For FY 2014, AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students. *Therefore, the student registration fee charged by the International Baccalaureate Organization and the candidate fee charged by the Cambridge International Examinations are not allowable costs under this program for FY 2014.*

#### **Project Abstract**

Note: Grants.gov may include a note that indicates that the project abstract may not exceed one page; however, an abstract of more than one page may be uploaded.

Applicants must submit a project abstract that briefly describes their proposed project. The abstract should include the following information:

- 1) The number of Advanced Placement (AP), International Baccalaureate (IB) or Cambridge International (CIE) tests that you estimate your State will pay on behalf of low-income students for school year 2013-14 and 2014-15; and
- 2) The amount you expect to pay for each test taken by a low-income student for school year 2013-14 and 2014-15.

In your abstract description, you are strongly encourage to provide your numeric data in a table format, see example on the following page.

AP Exam Fees		
School Year	2013-14	2014-15
Total Cost Per AP Exam	\$89	\$89 <sup>2</sup>
1. College Board fee waiver per exam	-\$26	-\$26
2. Local fee waiver per exam	-\$8	-\$8
3. State or local contribution per exam		
4. Parent/student contribution per exam		
5. Requested Federal payment per exam (= \$89 – Sum of Rows 1-4) <b>The maximum federal payment for FY 2014 is \$37 per AP exam.</b>		
6. Projected number of exams		
7. Total requested grant award for AP exams (= Row 5 * Row 6)		

IB Exam Fees		
School Year	2013-14	2014-15
Total Cost Per IB Exam	\$104	\$104 <sup>3</sup>
1. State or local contribution per exam		
2. Parent/student contribution per exam		
3. Requested Federal payment per exam (= \$104 – Sum of Rows 1 and 2) <b>The maximum federal payment for FY 2014 is \$86 per IB exam.</b>		
4. Projected number of exams		
5. Total requested grant award for IB exams (= Row 3 * Row 4)		

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<sup>2</sup> Estimated exam cost

<sup>3</sup> Estimated exam cost

Cambridge A Level Exam Fees		
School Year	2013-14	2014-15
Total Cost Per Cambridge A Level Exam	\$86	\$86 <sup>4</sup>
1. State or local contribution per exam		
2. Parent/student contribution per exam		
3. Requested Federal payment per exam (= \$81 – Sum of Rows 1 and 2) <b>The maximum federal payment for FY 2014 is \$68 per Cambridge A exam.</b>		
4. Projected number of exams		
5. Total requested grant award for Cambridge A Level exams (= Row 3 * Row 4)		

Cambridge AS Level Exam Fees		
School Year	2013-14	2014-15
Total Cost Per Cambridge AS Level Exam	\$57	\$57 <sup>5</sup>
1. State or local contribution per exam		
2. Parent/student contribution per exam		
3. Requested Federal payment per exam (= \$53.50 – Sum of Rows 1 and 2) <b>The maximum federal payment for FY 2014 is \$39 per Cambridge AS exam.</b>		
4. Projected number of exams		
5. Total requested grant award for Cambridge AS Level exams (= Row 3 * Row 4)		

**NOTE:** While we are requesting that you report separate exam data for school years 2013-14 and 2014-15 in the project abstract and narrative, please note that in the budget form (ED Form 524), you will report this information in the aggregate (i.e., you will request the total amount of funds required for school years 2013-14 and 2014-15 in project year 1).

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<sup>4</sup> Estimated exam cost

<sup>5</sup> Estimated exam cost

#### **Part 4: Project Narrative Attachment Form**

*This section should be attached as a **single document** to the Project Abstract Form in accordance with the instructions found on Grants.Gov. It should be organized in the following manner and include the following parts in order to expedite the review process.*

**If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.** Ensure that you attach .PDF files only for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice.

Any attachments uploaded that are not .PDF files or are password protected files will not be read.

#### **Please note the following changes for FY 2014:**

For FY 2014, the Department expects to award approximately \$28,483,000 in new grants under this program. Based on the anticipated number of applications and other available information, the Department expects this amount to be sufficient to (1) all but \$18 of the cost of each advanced placement exam taken by low-income students in school year 2013-14; and (2) all but \$18 of the cost of some of the advanced placement exams taken by low-income students in school year 2014-15.

Accordingly, SEAs may use AP Test Fee program funds to cover a portion of the cost of each approved advanced placement exam taken by low-income students in school years 2013-14 and 2014-15 as follows: (a) up to \$37 for each Advanced Placement test administered by the College Board; (b) up to \$86 for each Diploma Programme test administered by the International Baccalaureate Organization; and (c) up to \$39 for each Advanced Subsidiary test and up to \$68 for each Advanced test administered by Cambridge International Examinations.

For FY 2014, AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students. *Therefore, the student registration fee charged by the International Baccalaureate Organization and the candidate fee charged by the Cambridge International Examinations are not allowable costs under this program for FY 2014.*

#### Application Narrative

**In this section, you must provide exam information for both school year 2013-14 and 2014-15.**

In order to meet the minimum requirements for funding under this program, applicants must submit a project narrative that includes the following:

1. A description of the test fees your State will pay on behalf of individual low-income students for school year 2013-14 and 2014-15, as applicable.
  - (a) Advanced Placement (AP) Tests.
    - Indicate whether you will be paying test fees for low-income students who take AP tests;
    - Indicate whether you will be paying test fees for low-income students who attend non-public schools;
    - Identify the amount you will pay for each test;
    - Identify the number of AP tests that you estimate will be taken by low-income students and for which you expect to pay;

- Identify the number of low-income students that you estimate will take AP tests; and
- Describe how you determined the estimated number of AP tests that will be taken by low-income students and the number of students that will be taking AP tests. In your description, you must identify the **number of tests** taken by low-income students and the **number of low-income students** taking AP tests during *school year 2012-13*.
- Explain in detail the basis for your estimate of the number of tests that will be taken and the number of low-income students expected to participate during the 2013-14 and 2014-15 school years.

(b) International Baccalaureate (IB) Tests.

- Indicate whether you will be paying test fees for low-income students who take IB tests;
- Indicate whether you will be paying test fees for low-income students who attend non-public schools;
- Identify the IB tests for which you will pay fees on behalf of low-income students;
- Identify the amount you will pay for each IB test;
- Identify the number of IB tests that you estimate will be taken by low-income students and for which you expect to pay;
- Identify the number of low-income students that you estimate will take IB Tests; and
- Describe how you determined the estimated number of IB tests that will be taken by low-income students and the number of low-income students taking IB tests. In your description, you must identify the **number of tests** taken by low-income students and the **number of low-income students** taking IB tests during *school year 2011-12*.
- Explain in detail the basis for your estimate of the number of tests that will be taken and the number of low-income students expected to participate during the 2013-14 and 2014-15 school years.

(c) Cambridge International (CIE) Tests.

- Indicate whether you will be paying test fees for low-income students who take CIE tests;
- Indicate whether you will be paying test fees for low-income students who attend non-public schools;
- Identify the CIE tests for which you will pay fees on behalf of low-income students;
- Identify the amount you will pay for each CIE test;
- Identify the number of CIE tests that you estimate will be taken by low-income students and for which you expect to pay;
- Identify the number of low-income students that you estimate will take CIE Tests; and
- Describe how you determined the estimated number of CIE tests that will be taken by low-income students and the number of low-income students taking CIE tests. In your description, you must identify the **number of tests** taken by low-income students and the **number of low-income students** taking CIE tests during *school year 2012-13*.
- Explain in detail the basis for your estimate of the number of tests that will be taken and the number of low-income students expected to participate during the 2013-14 and 2014-15 school years.

2. Indicate the definition(s) of “low-income” your State will use to determine eligibility for AP Test Fee assistance and describe how you will ensure that the students on whose behalf you will pay test fees are eligible for assistance. Please note that the definitions of “low-income” authorized by the statute and the income documentation requirements can be referenced in the Program Background Information Section of this application package.

3. A description of the how your State plans to disseminate information on the availability of test fee assistance to eligible individuals through secondary school teachers and guidance counselors. Section 1704(c) of the statute requires that, at a minimum, you disseminate information through “secondary school teachers and guidance counselors.”
4. An assurance that any grant funds awarded to your State shall be used only to pay for advanced placement test fees.

## **Part 5: Budget Narrative**

*This section should be attached as a **single document** to the Project Abstract Form in accordance with the instructions found on Grants.Gov. It should be organized in the following manner and include the following parts in order to expedite the review process.*

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Any attachments uploaded that are not .PDF files or are password protected files will not be read.

### **Please note the following changes for FY 2014:**

For FY 2014, the Department expects to award approximately \$28,483,000 in new grants under this program. Based on the anticipated number of applications and other available information, the Department expects this amount to be sufficient to (1) all but \$18 of the cost of each advanced placement exam taken by low-income students in school year 2013-14; and (2) all but \$18 of the cost of some of the advanced placement exams taken by low-income students in school year 2014-15.

Accordingly, SEAs may use AP Test Fee program funds to cover a portion of the cost of each approved advanced placement exam taken by low-income students in school years 2013-14 and 2014-15 as follows: (a) up to \$37 for each Advanced Placement test administered by the College Board; (b) up to \$86 for each Diploma Programme test administered by the International Baccalaureate Organization; and (c) up to \$39 for each Advanced Subsidiary test and up to \$68 for each Advanced test administered by Cambridge International Examinations.

For FY 2014, AP Test Fee program funds may not be used to pay advanced placement test candidate registration fees on behalf of low-income students. *Therefore, the student registration fee charged by the International Baccalaureate Organization and the candidate fee charged by the Cambridge International Examinations are not allowable costs under this program for FY 2014.*

### Budget Narrative

**In this section, you must provide budget information for both school year 2013-14 and 2014-15.**

Each application must provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds.

The Budget Narrative should provide a justification of how the Federal funds being requested for each budget category on the Section A Budget Summary Form are intended to be spent.

For example, if you plan to pay test fees through one or more contracts (budget line item #6), briefly describe each contract, including the name(s) of the contracting party. And, if you plan to pay test fees through means other than a contract (budget line item #8), briefly describe the process you will use.

Please note: Due to the supplement-not-supplant statutory requirement, all applicants that contribute non-Federal funds to supplement Federal funds to pay the cost of AP test fees must also provide a description of how the non-Federal funds listed on the Section B Budget Summary Form are intended to be spent and how these non-Federal funds are included as part of the State's test fee reimbursement process.

In addition, all applicants should identify and address any **unexpended funds** that are remaining in any currently active AP Test Fee Program grant (FY 2013 awards).

Please contact the program office if you have question related to **unexpended funds**.

***Part 6: Assurances and Certifications***

Be certain to complete all required assurances and certifications in Grants.Gov, and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- Assurances Non-Construction Programs (SF 424B)
- Grants.gov Lobbying Form
- ED GEPA 427 Form

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

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

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

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

## **Instructions for Meeting the General Education Provisions Act (GEPA) Section 427 Requirements**

All applicants for new awards **must** include information in their applications to address this new provision in order to receive funding under this program.

Section 427 **requires** each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

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.

Please review the Notice to all Applicants (included in the electronic application package in E-Application) for further information on meeting the provisions in the Department of Education's General Education Provisions Act (GEPA).

Applicants are **required** to address this provision by attaching a statement (not to exceed three pages) to the ED GEPA 427 Form that is included in Grants.Gov.

***Part 7: Intergovernmental Review (Executive Order 12372)***

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

**Further information about the State Single Point of Contact process and a list of names by State can be found at:**

[http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA 84.330B, U.S. Department of Education, room 7E200, 400 Maryland Avenue, SW., Washington, DC 20202.

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

*The deadline for Intergovernmental Review for the FY 2014 Advanced Placement Test Fee Program is July 7, 2014.*

**Important note:** The above address **is not** the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

## Reporting and Accountability

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 and section 1704(f) of the ESEA should you receive funding under the competition. The reporting requirements in 2 CFR part 170 do not apply if you have an exception under 2 CFR 170.110(b).

At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).

Under the Government Performance and Results Act of 1993 (GPRA), the Department has developed five performance measures to evaluate the overall effectiveness of the AP Test Fee program:

- (1) The number of advanced placement tests taken by low-income public school students nationally;
- (2) The number of advanced placement tests taken by minority (Hispanic, Black, Native American) public school students nationally;
- (3) The percentage of advanced placement tests passed (for AP exams, scores of 3-5) by low-income public school students nationally;
- (4) The number of advanced placement tests passed (for AP exams, scores of 3-5) by low-income public school students nationally; and
- (5) The cost per passage of an advanced placement test taken by a low-income public school student. The information provided by grantees in their final performance reports will be one of the sources of data for the measures. Other sources of data include the College Board, IB Americas, and University of Cambridge International Examinations.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.