

## Frequently Asked Questions

### D2 GRANT PROGRAM:

#### 1. What is the purpose of the D2 Program?

The D2 Program provides grants to State educational agencies (SEAs) in consortia with one or more local educational agencies (LEAs) to obtain and evaluate disaggregated data on English Learner (EL) AAPI subpopulations beyond the existing seven racial and ethnic categories within the school community. For SEAs who already disaggregate beyond the existing seven racial and ethnic categories, analyze the data to identify targeted strategies for closing educational opportunity gaps.

#### 2. Who is eligible to apply for a grant under the D2 Program?

Entities eligible to apply for D2 grants are State educational agencies (SEAs) in consortia with one or more local educational agencies (LEAs). The SEA is the fiscal agent.

#### 3. Does the SEA need to provide documentation of the LEAs they are partnering with in the application?

Yes, SEAs should include for example; a Memoranda of Understanding (MOU) or “letter of support” from the LEA(s) they intend to partner with.

#### 4. Who qualifies as an eligible entity/partner of an SEA?

LEAs, including Charter schools that meet the definition of LEA, qualify as an eligible entity/partner.

#### 5. What are the differences between an absolute and an invitational priority?

Absolute priorities are required and invitational priorities are optional. For the 2016 competition, all applicants must address one of the two (but not both), absolute priorities in order for their applications to be eligible for review. Absolute priorities are rated according to the criterion listed in the NIA. An invitational priority is not required and applications that address and meet an invitational priority receive no additional points or preference over other applications.

#### 6. What are the absolute, competitive and invitational priorities for the D2 2016 Competition?

For this competition, all applicants must address one of the two (but not both), absolute priorities in order for their applications to be eligible for review.

Absolute Priority 1: Projects that will improve the system of data collection by further disaggregating the AAPI subgroup beyond the existing 7 racial categories and analyzing, reporting, and evaluating the results of this effort with respect to EL students.

Absolute Priority 2: Projects that will utilize data systems that have already been further disaggregated to identify interventions, improvements to instructional programs, and other initiatives that will improve outcomes for identified under-served populations of students.

Invitational Priority: Projects that will establish partnerships with non-profit organizations and other private entities including philanthropic organizations, through memoranda of understanding and other agreements as appropriate, in order to support efforts to further disaggregate educational data, analyze these data, and use it to improve student learning outcomes.

Competitive Priority: The FY2016 D2 competition does not include a competitive preference priority.

### **7. What activities are required for absolute priorities 1 and 2 under the D2 Program?**

Applicants who apply under absolute priority 1 must propose activities that include improving SEA data collection systems, by further disaggregating of data beyond the existing seven racial categories and then analyze, evaluate and report the results of the work.

Applicants who apply under absolute priority 2 who already disaggregate their data beyond the existing seven racial categories must propose activities that involve analyzing and evaluating the data to identify interventions and improvements to instructional programs that will improve outcomes for underserved students. Applicants for either absolute priority must also include a plan for disseminating the findings of their projects to inform educators, parents, families, and other stakeholders.

### **8. What are the types of activities that would be allowable for an applicant that chooses to address the invitational priority under the D2 Program?**

Applicants who choose to address the invitational priority; allowable activities include partnering with non-profits, philanthropic organizations, or other private entities in addition to partnering with LEAs, for the purpose of sustainability.

### **9. Is there a Cost Sharing or Matching requirement?**

This program does not require cost sharing or matching.

### **10. What process needs to be followed in order to claim indirect costs for the D2 Program?**

If you are requesting reimbursement for indirect costs, this information is to be completed by your Business Office: 1) indicate whether your organization has an Indirect Cost Rate Agreement that was approved by the Federal government 2) indicate the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency issued the approved agreement. An applicant must specify the name of the Federal agency that issued the approved agreement. Please refer to 2 CFR 200.414 for further instructions.

### **11. Are grantees permitted to use funds for a planning period?**

Yes, if applicants need time to plan and prepare, applicants should include a description of the need for a planning period in their proposal. The allowed planning time will be considered on a case-by-case basis contingent upon the applicant's proposed need for planning time outlined in the application.

#### **12. What are the reporting requirements for D2 grantees?**

All D2 grantees must submit an annual performance report (APR) that provides the most current performance and financial expenditure information. The APR must include information on performance outcomes as *determined by the applicant* related to the Government Performance and Results Act (GPRA) as well as project-specific performance measures. The Department will consider this data in making annual continuation awards. At the end of the project period, grantees must submit a final performance report, including financial information, goal attainment, and program evaluation. Please see the Program Requirements section of the NIA for more detailed information.

#### **13. What are the evaluation requirements for D2 grantees?**

Grantees are asked to conduct an evaluation of the disaggregated data to address the academic and opportunity gaps as well as a program evaluation.

### **D2 2016 COMPETITION APPLICATION CONTENT**

#### **14. What is the estimated number and range of awards for the D2 2016 Competition?**

The total estimated available funds for the D2 2016 Competition is: \$1,000,000. The estimated range of awards for Absolute Priority 1 is - \$200,000 - \$400,000 annually and the estimated average size of the award is \$300,000. The estimated range of awards for Absolute Priority 2 is - \$100,000 - \$250,000 annually and the estimated average size of the award is \$175,000. The estimated number of total awards (absolute priority 1 and absolute priority 2) is 2-4. However, The Department is not bound by any estimates in the notice.

#### **15. If awarded a grant, may a grantee count on receiving funding for the full period of five years?**

The actual level of program funding, if any, depends on final Congressional action each fiscal year. In addition, if the grantee meets its responsibilities under the requirements established by the NIA and Department regulations, for example, making substantial progress toward meeting the project objectives and program performance measures, expending funds in manner consistent with its approved application and applicable regulatory requirements, and complying with the assurances in its approved application, then the grantee will be considered for continuation funding.

#### **16. Are applicants required to address all of the Absolute and Invitational Priorities in the D2 2016 Notice Inviting Application?**

Applicants are required to address either one of the two absolute priorities not both, and may address the invitational priority if they so choose. Applicants should not address both absolute priorities. Applicants should address only the priority for which they can demonstrate strong capacity to respond and which they would directly apply with their LEA partner(s) and in the case of the invitational priority, their partnerships with non-profit or private entities.

**17. What is GPRA and how should an applicant address the GPRA measures in its application?**

The Government Performance and Results Act (GPRA) are measures of progress. For established grant programs, Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement.

The Department is asking applicants to establish baseline GPRA measures and applicants should include how these targets will be met in their application narrative. In subsequent funding years, grantees will include GPRA data and progress made in the annual performance reports (APR). The Department will consider this data in making annual continuation awards.

**18. Can I address opportunity gaps in my proposal if I am responding to Absolute Priority 1?**

Yes, it would be appropriate and allowable to address opportunity gaps.

**19. How are performance targets set for the GPRA measures?**

First, applicants must identify the baseline data for each of the GPRA measures in their project based on existing circumstances. Next, applicants must state proposed annual performance outcome targets for each of the GPRA measures they have established. The proposed targets must be ambitious yet achievable.

**20. What information should be included in the project abstract?** The project abstract is a one-page, single-spaced summary of your project. It should include the following:

- 1) Name of the SEA
- 2) Title of the proposed project, if applicable
- 3) Priorities: Indicate which absolute priority you are responding to and if you are addressing the invitational priority
- 4) Partners: Include applicable LEA(s), which may include charter schools
- 5) Brief Project Description: Include major project activities
- 6) Project goals, objectives, and performance outcomes
- 7) Contact: Project Director's name, telephone and e-mail

## **D2 2016 COMPETITION APPLICATION REVIEW**

**21. How are applications selected for funding?**

Reviewers will review all eligible applications for D2 grants that are submitted by the established deadline. Reviewers will review and score all eligible applications on the following

four selection criteria: The quality of the project design; the quality of key project personnel; quality of the management plan, and the quality of the project evaluation.

**22. Is an applicant's past performance a factor in the application review process?**

Yes. The Department considers the following factors in determining awards for new grants: information relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants, information concerning the applicant's performance and use of funds under a previous award under any Department program, and information concerning the applicant's failure under any Department program to submit a performance report or its submission of a performance report of unacceptable quality. (34 CFR 75.217(d))

**23. Is there a page-limit to the D2 application?**

D2 grant program applicants are strongly encouraged to limit the application proposal narrative to no more than 35 double-spaced pages. Applicants are also strongly encouraged not to include lengthy appendices that contain information that they were unable to include within the page limits for the narrative.

In addition to the proposal narrative, applicants must submit all required documents including 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.

**24. How long does it take the Department of Education to complete the review process and when will funds be available?**

Most review processes can take up to six months from the application deadline to the issuance of the signed Grant Award Notification. The list of grantees will be published at <http://www.ncele.us/> after the awards have been announced in September 2016.

**25. How does an applicant comply with Executive Order 12372, the Intergovernmental Review of Federal Programs?**

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

**D2 2016 COMPETITION – GRANT APPLICATION**

**26. How do I get a copy of the D2 grant application?**

You may access the electronic grant application for the D2 program at [www.Grants.gov](http://www.Grants.gov). You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.365, not 84.365D.)

You can also obtain an application package via the Internet using the following address: [www.ed.gov/fund/grant/apply/grantapps/index.html](http://www.ed.gov/fund/grant/apply/grantapps/index.html) or from the Education Publications

Center (ED Pubs) at its website [www.EDPubs.gov](http://www.EDPubs.gov); at its email address: [edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov) or contacting ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

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 Melissa Escalante, U.S. Department of Education, 400 Maryland Avenue, SW., Room 5C153, Washington, DC 20202. Telephone: (202) 401-1407. FAX: (202) 205-1229 or by email at [OELA.D22016@ed.gov](mailto:OELA.D22016@ed.gov).

### **27. Why is it helpful for a potential applicant to submit a Notice of Intent to Apply?**

A Notice of Intent to Apply from potential applicants informs the Department of the approximate number of applications the program may receive so that the grant review process can be efficiently planned. We strongly encourage each potential applicant to notify us of the applicant's intent to submit an application by emailing [OELA.D2.2016@ed.gov](mailto:OELA.D2.2016@ed.gov) with the **subject line: Intent to Apply** and include in the content of the email the following information: (1) the SEA's name and address, and (2) which absolute priority the applicant will address; and (3) if the applicant will be addressing the invitational priority. Applicants that do not complete this form may still submit an application. Notices of Intent to Apply are due 20 days after the posting of the NIA in the Federal Register.

### **28. If an applicant wishes to address the invitational priority, how might it demonstrate its sustained partnership with a non-profit or private entity?**

If the applicant is addressing the Invitational Priority it may include letters of support or a Memorandum of Understanding (MOU) with each of their non-profits, and/or private entities including philanthropic organizations that clearly identifies the roles, responsibilities, and obligations that each institution agrees to commit in order to meet the project goals, objectives and sustain the project.

### **29. Do I need to register to apply electronically for the D2 Program?**

Yes, to submit your application via Grants.gov, you must complete the SAM registration process which may take seven or more business days. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/applicants/organization-registration.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)).

### **30. Where does a potential applicant locate resources, information on the D2 Program and application support?**

Potential applicants may obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address: [www.ed.gov/fund/grant/apply/grantapps/index.html](http://www.ed.gov/fund/grant/apply/grantapps/index.html).

For guidance on ED's discretionary grant process and the laws and regulations that govern it, please refer to "Grant making at ED: Answers to Your Questions about the Discretionary Grants Process" at: <http://www2.ed.gov/fund/grant/about/grantmaking/index.html>

Additional resources can be found at the National Clearinghouse for English Language Acquisition website: <http://www.ncela.us/>

The OELA program office intends to hold a webinar designed to provide technical assistance to interested applicants. Detailed information regarding this training will be provided on the D2 Web site at <http://www2.ed.gov/programs/d2/applicant.html>. In addition, applicants can submit questions to the D2 email box at [OELA.D2.2016@ed.gov](mailto:OELA.D2.2016@ed.gov).

## D2 2016 COMPETITION APPLICATION SUBMISSION

### **31. In what format can an application be submitted under the FY 2016 D2 Program competition?**

Applications for grants under the D2 program must be submitted electronically via Grants.gov in non-modifiable Portable Document Format (PDF). Through this site, applicants will be able to download a copy of the application package, complete it offline, and then upload to submit the application. Applicants may not email an electronic copy of a grant application to the Department. An application submitted in paper format will be rejected unless the applicant qualifies for one of the exceptions to the electronic submission requirement as described in the D2 Notice Inviting Applications. *To submit 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: [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).*

### **32. May applicants submit personnel resumes as an appendix to the application?**

Applicants should address qualifications of personnel in the narrative response to the key personnel criterion. In addition applicants may want to describe relevant training and experience of key personnel who are current employees, which may include, for example, the project director, the project coordinator, project evaluators, and SEA partner staff. *Applicants are requested **not** to submit resumes, but can instead provide position descriptions for key personnel, including current staff, as well as those it expects to recruit as an attachment.*

### **33. How much time does it take to upload an application?**

The amount of time it takes to upload an application varies 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. Applicants must upload any narrative sections and all other application attachments as files in a read-only, non-modifiable Portable Document Format (PDF).

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.

#### **34. What should an applicant do in order to submit an electronic application on time?**

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for the D2 Program to ensure that you submit your application in a timely manner to the Grants.gov system. 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 to be eligible for reviewing. For specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

#### **35. How would an applicant know that the application has been successfully submitted?**

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.

## **D2 2016 COMPETITION DEFINITIONS**

#### **36. What is the definition of a 'local educational agency' (LEA)?**

The term 'local educational agency' means:

(A) IN GENERAL. The term "local educational agency" means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

(B) ADMINISTRATIVE CONTROL AND DIRECTION. The term includes any other public institution or agency having administrative control and direction of a public elementary school or secondary school.

(C) BUREAU OF INDIAN EDUCATION SCHOOLS. The term includes an elementary school or secondary school funded by the Bureau of Indian Education but only to the extent that

including the school makes the school eligible for programs for which specific eligibility is not provided to the school in another provision of law and the school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this Act with the smallest student population, except that the school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Education.

(Section 8101 of the ESEA as amended by the ESSA)

\*Please note that depending upon a State's legislation, some Charter schools may be LEAs.

### **37. What is the definition of a 'state educational agency' (SEA)?**

*State educational agency* means the State educational agency in a State in which the State educational agency is the sole educational agency for all public schools. (Section 8108 of the ESEA, as administered by ESSA)

### **38. What is the definition of ambitious?**

Ambitious means promoting continued, meaningful improvement for program participants or for other individuals or entities affected by the grant, or representing a significant advancement in the field of education research, practices, or methodologies. When used to describe a performance target, whether a performance target is ambitious depends upon the context of the relevant performance measure and the baseline for that measure. (34 CFR 77.1)

### **Additional Definitions - These are the terms that applicants will find in the D2 FY2016 Competition**

Asian American and Pacific Islander, the term "Asian American and Pacific Islander" includes persons within the jurisdiction of the United States having ancestry of any of the original peoples of East Asia, Southeast Asia, or South Asia, or any of the aboriginal, indigenous, or native peoples of Hawaii and other Pacific Islands. (Executive Order 13515 dated 10.14.09) This can also be found on the WHIAAPI website at: <https://www.whitehouse.gov/aapi>

Baseline means the starting point from which performance is measured and targets are set. (34 CFR 77.1)

English learner when used with respect to an individual, means an individual--

- (A) Who is aged 3 through 21;
- (B) Who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) Who was not born in the United States or whose native language is a language other than English;
- (ii)(I) Who is a Native American or Alaska Native, or a Native resident of the outlying areas; and
- (II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

- (iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
  - (D) Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual--
    - (i) The ability to meet the State's challenging State academic standards;
    - (ii) The ability to successfully achieve in classrooms where the language of instruction is English; or
    - (iii) The opportunity to participate fully in society.
- (Section 8101 of the ESEA, as amended by the ESSA)

Language instruction educational program means an instruction course--

- (A) In which a limited English proficient child is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic content and student academic achievement standards, as required by section 1111(b)(1); and
- (B) That may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language. (Section 3301 of the ESEA)

Outlying Area means:

- (i) American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the United States Virgin Islands;
  - (ii) the Republic of Palau, to the extent permitted under section 105(f)(1)(B)(ix) of the Compact of Free Association Amendments Act of 2003 (Public Law 108-188; 117 Stat. 2751) and until an agreement for the extension of United States education assistance under the Compact of Free Association becomes effective for the Republic of Palau;
  - (iii) the Republic of the Marshall Islands and the Federated States of Micronesia, to the extent permitted under section 105(f)(1)(B)(viii) of the Compact of Free Association Amendments Act of 2003 (Public Law 108-188; 117 Stat. 2751).
- (Section 8101 of the ESEA, as amended by the ESSA)

State means each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and each of the outlying areas.