Native Hawaiian Education Program

2010 Program Competition

Applications available at

http://e-grants.ed.gov

Applications due: Tuesday, April 27, 2010 at 4:30 P.M. Washington, D.C. time.

A "Discretionary Grant" is a grant in which the Department has discretion, or choice, in whether the grant is funded.

In order to apply to a Discretionary grant program, you must send in an application or a proposal that includes a Narrative and compete with other eligible entities for the funding.

Purpose of Program:

The purpose of the Native Hawaiian Education Program (NHEP) is to support innovative projects that enhance the educational services provided to Native Hawaiian children and adults.

NHEP Funds are to be used for:

➤ a statewide Native Hawaiian early education and care system to provide services for Native Hawaiian children from the prenatal period through age 5;

➤ family-based education centers that provide services such as programs for Native Hawaiian parents and infants through age 3; preschool programs for Native Hawaiians; and research on and development and assessment of, family-based, early childhood, and preschool programs for Native Hawaiians;

➤ enhancing literacy in either the Hawaiian or English language among Native Hawaiian students in kindergarten through third grade and addressing the features of combined English and Hawaiian literacy for student in fifth and sixth grade;

NHEP Funds are to be used for (cont.):

➢ activities to meet the special needs of Native Hawaiian students with disabilities, and the provision of support services to the families of those students;

➢ activities that address the special needs of Native Hawaiian students who are gifted and talented including and activities designed to assist in the educational progress of those students and involve parents;

➢ academic and vocational curricula to address the needs of Native Hawaiian children and adults, including curriculum materials in the Hawaiian language and mathematics and science curricula that incorporate Native Hawaiian tradition and culture;

NHEP Funds are to be used for (cont.):

➢ the development of programs to prepare prospective teachers to address the unique needs of Native Hawaiian students within the context of Native Hawaiian culture, language, and traditions;

➢ community-based learning centers that address the needs of Native Hawaiian families and communities through the coordination of public and private program and services, including-pre-school programs; after-school programs; vocational and adult education programs; and programs that recognize and support the unique cultural and educational needs of Native Hawaiian children and incorporate Native Hawaiian elders and seniors;

NHEP Funds are to be used for (cont.):

➢ activities to enable Native Hawaiians to enter and complete programs of postsecondary education, including-provision of full or partial scholarships for undergraduate or graduate study that are awarded to students based on their academic promise and financial need, with a priority, at the graduate level, to students in professions in which Native Hawaiians are underrepresented;

➢ research and data collection activities to determine the educational status and needs of Native Hawaiian children and adults; and

➢ other activities, consistent with the purposes of this part, to meet the educational needs of Native Hawaiian children and adults.

Eligibility

Eligible Applicants include:

☐ **Native Hawaiian educational organizations**

☐ **Native Hawaiian community-based organizations**

☐ **Public and private nonprofit organizations, agencies, and institutions with experience in developing or operating Native Hawaiian programs or programs of instruction in the Native Hawaiian language**

☐ **Consortia of the previously mentioned organizations, agencies, and institutions**

Novice Applicants

For 2010, only Novice Applicants are eligible.

What is a Novice Applicant?

Novice Applicants are applicants that have never:

▪ received a grant or subgrant under the Native Hawaiian Education Program,

▪ have never been a member of a group application that received a grant under the Native Hawaiian Education Program,

▪or have not had an active discretionary grant from the Federal Government in the five years before the deadline date for applications under the program.

How to apply as a Novice Applicant

How do you identify yourself as a Novice Applicant?

In order to identify an application as coming from a novice organization, in addition to identifying the organization type of the lead applicant, applicants must respond to Question 9 on the SF 424, Application for Federal Assistance, by selecting "Other" and identifying the organization type as "novice".

Additionally, applicants must answer "Yes" to Question 2 on the ED Supplemental Form to the SF 424.

Funding

Approximately $3 million total available for funding.

Three-year grants.

The program expects to make about 7 awards.

Step 1: Register

Register in e-Application to access the application package.

➢ **If you are a new user, you will need to register to use e-Application.**

➢ **From the e-Grants Portal Page http://e-grants.ed.gov/, click on the continue button and click the register button on the right side of the next page.**

➢ **Select the e-Application module and click the next button. Please provide the requested information.**

➢ **Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.**

If You are Already Registered:

If you already have a username and password for e-Grants, use them to login.

If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter.

Keep in mind that this username and password will be used for all e-Grants modules.

In order to update your registration for additional e-Grants modules click the appropriate tab on the top of the screen and provide the requested information.

Step 2: Add Application Package to your Start Page.

From your Start Page, click on the "Add" button to see the list
of application packages.

Click on a specific package link on the List of Application
Packages to apply.

The package will now appear on your Start Page. From this
point forward, you will access your unique application from
your Start Page (not the Packages Page).

Step 3: Begin the Application and Fill Out Forms

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

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

Required Forms for this Application:

Application for Federal Assistance (form SF 424)

ED Supplemental Information for SF 424

ED Budget Information Non-Construction Programs (ED Form 524)

ED Abstract Form

Project Narrative Attachment Form

Budget Narrative Attachment Form

Other Attachments Forms (Resumes for Key Personnel)

Assurances – Non-Construction Programs (SF 424B Form)

Disclosure of Lobbying Activities (Standard Form LLL)

Certification Regarding Lobbying (ED 80-0013 Form)

General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 Form)

Survey on Ensuring Equal Opportunity for Applicants (Form 1890-0014)

Step 4: Upload Files for Project Abstract and Narrative

Click on an underlined narrative form title for the e-Application.

Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s).

Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Project Abstract

The project abstract should not exceed two double spaced pages and should include a concise description of the following information:

Project objectives and activities
Applicable priorities
Proposed project outcomes
Number of participants to be served
Number and location of proposed sites

(Note: This section should be included as a single document in the Project Abstract Form in accordance with the instructions found on http://e-grants.ed.gov)

Application Narrative

This section should be attached as a single document to the Project Narrative Attachment Form in accordance with the instructions found on http://e-grants.ed.gov

<u>Table of Contents:</u>

- **shows where and how the important sections of your proposal are organized**
- **should not exceed one double spaced page.**

<u>Application Narrative:</u>

- *responds to the selection criteria*
- *should follow the order of the selection criteria*
- *should include your response to the competitive preferences if you decide to address one or more of the competitive preferences.*

Application Narrative (cont.)

Page Limit: <u>**25 pages**</u>

A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

Spacing: Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, figures, and graphs.

Font: Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

Selection Criteria for Program Narrative

a. **Need for project (15 points).**

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

(i) The extent to which the proposed project will provide services or otherwise address the needs of students at risk of educational failure.

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

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

Selection Criteria for Program Narrative (cont.)

b. Quality of the project design (30 points).

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

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

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

Selection Criteria for Program Narrative (cont.)

b. Quality of the project design (30 points). (cont.)

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

(iv)   The extent to which the proposed project is part of a comprehensive effort to improve teaching and learning and support rigorous academic standards for students.

(v) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.

Selection Criteria for Program Narrative (cont.)

c.   Quality of project services (20 points).

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

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

Selection Criteria for Program Narrative (cont.)

c. Quality of project services (20 points). (cont.)

(ii)   The likelihood that the services to be provided
         by the proposed project will lead to
         improvements in the achievement of students as
         measured against rigorous academic standards.

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

(iv)   The extent to which the services to be provided
         by the proposed project are focused on those
         with greatest needs.

Selection Criteria for Program Narrative (cont.)

d. Quality of the management plan (15 points).

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

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

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

Selection Criteria for Program Narrative (cont.)

d. Quality of the management plan (15 points).

(iii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(iv) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

Selection Criteria for Program Narrative (cont.)

e. Quality of the project evaluation (20 points).

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

(i) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

(ii) The extent to which the methods of evaluation will provide timely guidance for quality assurance.

Selection Criteria for Program Narrative (cont.)

e. Quality of the project evaluation (20 points).

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

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

Competitive Preference

Under 34 CFR 75.105(c)(2)(i) we award an additional five points to an application that meets one or more of these priorities.

(a) Projects that are designed to address beginning reading and literacy among students in kindergarten through third grade.

(b) Projects that are designed to address the needs of at-risk children and youth.

(c) Projects that are designed to address the needs in fields or disciplines in which Native Hawaiians are underemployed.

(d) Projects that are designed to address the use of the Hawaiian language in instruction.

Step 5: Verify Information/Print Application.

❑ Verify your information is complete and correct on all required forms and narratives.

❑ You have the option to print each form at any time by clicking on the print/view icon next to the appropriate form.

❑ After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page.

❑ A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a few hours.

❑ Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 6 - Submit your Application.

o **Only authorized individuals for your organization can submit an application.**

o **Please check with your Authorizing Representative or sponsored research office before submission.**

o **Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information.**

o **Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records.**

o **Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.**

Visit the program Web site.

•All program Web sites can be accessed
through the U.S. Department of Education Web site, **www.ed.gov**.

•Just go to **www.ed.gov/programs/nathawaiian**

On the NHEP Web site

www.ed.gov/programs/nathawaiian

- www.ed.gov/programs/nathawaiian has all the information needed to apply for a NHEP grant including:

  o   Information for e-grants.ed.gov is also available

  o   Contact information

  o   Application available for downloading

The Federal Register Notice can be found at:

Notice inviting applications for new awards for fiscal year (FY) 2010 (February 26, 2010)

**This Notice contains information on exceptions
to electronic submittal of applications.**

Some Tips:

Carefully read the application.

**If you have applied for this program before,
do not assume the application is the same as the year before.**

Pay attention to the forms needed for the application.

**Read through the selection criteria,
make sure you clearly understand what the program
is looking for.**

Fill Out the Forms

SF 424:

- Use legal name of applicant.
- Authorizing Official usually means the Chief Financial Officer.

Abstract:

- Limit to two pages
- Always include project title, number of schools, teachers, students, etc. to be served.
- Description of goals, objectives, expected outcomes.

Budget:

- **ED Form 524**
- **Write a Budget Narrative that provides the basis for costs.**

Be sure to include:

- **Approved Indirect cost rate**
- **Detailed budgets for all three years**
- **Cost of evaluation**
- **Relation of costs to activities**
- **Project Directors' meeting**

Check the Deadline
If your application is not in on time
It will not be reviewed

Upload the application into e-grants.ed.gov
as soon as possible.
If you have any problems, call the e-grants.ed.gov help line and
be sure to get a tracking number.
Allow yourself at least two to three days
before the deadline.
If you must wait until the closing date, or due date,
carefully check the time.
You must have your application in by Tuesday, April 27 2010 4:30 P.M.
Washington, D.C. time.

Additional Resources:

Native Hawaiian Education Program Web site:
www.ed.gov/programs/nathawaiian

Contact: Irene Harwarth: irene.harwarth@ed.gov

The Web site for e-Grants
e-grants.ed.gov

The Web site for the U.S. Department of Education
www.ed.gov

The page on the U.S. Department of Education Web site devoted to Grants and Contracts:
http://www.ed.gov/fund/landing.jhtml?src=rt