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OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
WASHINGTON, D.C. 20202-2800

**2015 APPLICATION PACKAGE FOR NEW GRANTS  
UNDER  
THE REHABILITATION SERVICES ADMINISTRATION  
CAPACITY BUILDING FOR TRADITIONALLY  
UNDERSERVED POPULATIONS  
CFDA 84.315C**



FORM APPROVED  
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**CLOSING DATE: MARCH 9, 2015**

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**SECTION A**  
**DEAR APPLICANT LETTER**

## REHABILITATION SERVICES ADMINISTRATION (RSA)

Dear Applicant:

The Secretary invites applications under the Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects (AIVRS) (herein referred to as the "Institute"). The Institute is funded through the Capacity Building Program for Traditionally Underserved Populations under section 21(b)(2)(C) of the Rehabilitation Act of 1973, as amended (29 U.S.C. 718(b)(2)(c)) (Rehabilitation Act).

The purpose of this letter is to highlight several important components as you prepare your application. This letter should not be used as a substitute for a thorough review of the Notice of Final Priorities (NFP) and Notice Inviting Applications (NIA), which are published in the Federal Register, and detailed information and instructions contained in this Application Package.

First, the Department will award this grant as a cooperative agreement as authorized by 34 CFR 75.200 (b) (4). It differs from a grant in the sense that in a cooperative agreement substantial involvement is anticipated between the executive agency (in this case the Department of Education), and the recipient during the grant period of performance. Upon award, RSA and the grant recipient will work together to develop this agreement. **When preparing the timeline and deliverables, we envision a six month implementation phase from October 1, 2015 to March 31, 2016 prior to enrollment of the first cohort. The purpose of this phase is for both parties to develop, finalize, and agree upon all relevant materials related to this project.** When preparing the budget and budget narrative, please ensure that there are funds available for key program and fiscal staff to travel to Washington, D.C. for a day and a half meeting in October of 2015.

Second, there are two absolute priorities for this project and both must be addressed in the application. Below is a brief summary of each priority:

- Priority 1 establishes a new Institute for the preparation of personnel in the AIVRS projects. The Institute will provide a structured program of training in VR to current AIVRS project personnel to improve the delivery of VR services to American Indians with disabilities (for more detail, please refer to the NFP in Section C of this application package).

The structured program of training is intended for AIVRS project personnel with limited knowledge or experience in the VR field. We expect the Institute to apply a "grassroots" approach to the design of training modules and delivery of technical assistance. We do not intend for the Institute to replicate former training that may have been developed under the Rehabilitation Long-Term Training Program or other related programs. Instead, we expect the training and technical assistance provided by the Institute to represent a newly developed curriculum. The curriculum must focus on the fundamental basic aspects of VR practice tailored to the unique needs of AIVRS project personnel. Upon successful completion of the training, RSA expects that AIVRS project personnel will be

equipped to provide appropriate, effective, and culturally relevant services to American Indians with disabilities so that they can prepare for, and engage in, gainful employment consistent with their informed choice.

Please note that the NFP (located in Section C of this application) provides more detail about Priority 1 and what applicants must address in the narrative. For example, paragraph (b) of the final priority requires applicants to develop a course syllabus that describes the proposed sequence of topical training. Paragraph (c) of the final priority requires applicants to develop a training module for one of the seven topics described in paragraph (a) (1) through (7) to serve as an example for how participants will be trained in that area.

- Priority 2 requires a partnership between a four-year institution of higher education (IHE) and a two- year community college or tribal college in order to implement the VR training Institute required in Priority 1. For the purposes of this competition, the term “partnership” is defined as two different entities working together. Therefore, we do not support one entity serving dual partner roles. Further, while applicants are not prohibited from including additional partners, they must ensure that the required partners exercise primary involvement in all aspects of the grant throughout the entire grant period of performance.

Applicants must demonstrate, in the narrative portion of their application, that the Institute reflects a collaboration of knowledge, experience, skills, faculty, curricula resources, and technology between a four-year IHE and a two-year community college or tribal college in order to deliver a high-quality structured program of training on foundational VR knowledge and skills in a culturally appropriate manner. We intend for this collaboration to go beyond compartmentalized roles and responsibilities. Therefore, applicants must demonstrate that all required partners are actively contributing to each component of the project. While it may be appropriate for one required partner to be assigned the “lead” for a component of the project, it would not be appropriate for the lead to assume 100 percent responsibility for that component.

Applicants are required to submit a partnership agreement, in addition to the narrative portion of their application. The partnership agreement must be signed by the president and chief financial officer of both parties. In the event that there is a vacancy in either the position of president or chief financial officer, it is our intent to have another person independently verify that the institute is committed to the financial aspects of the partnership. Applicants must include a brief description in the partnership agreement of how the partnership will operate each year during the five-year grant period of performance. Applicants must also summarize in the agreement how information regarding the progress of the grant, as well as any issues and challenges, will be communicated; what steps will be taken to resolve conflicts; the roles, responsibilities, and deliverables of each party; and the arrangements, if any, for supporting the program with resources, that are not paid for by the award. Finally, applicants must provide a brief

strategy in the agreement to sustain the partnership and the structured training program after the Federal investment ends.

Third, the Rehabilitation Services Administration (RSA) will conduct one Pre-Application Webinar on Thursday, January 22, 2015, from 2:00 PM to 3:30 PM Eastern Time. To join the webinar (you may enter 60 minutes before the event start time):

1. Go to:  
<https://educate.webex.com/educate/onstage/g.php?MTID=e70fc9565b9983ead87debd3723f3f773>
2. Click "Join Now"

To join the teleconference only, please dial the following numbers:

- Toll free number **888-566-6140**
- Participant passcode: **8799609**

Closed Captioning: <http://www.fedrcc.us//Enter.aspx?EventID=2529925&CustomerID=321>

Event confirmation number is **2529925**

The purpose of this webinar is to review the absolute Final Priorities, expectations and goal of the Institute, and the selection criteria. In addition, we will highlight some of the additional requirements and documentation that must be included in the application. Please note that this webinar does not serve as a substitute for reviewing the NFP, NIA, and this Application Package in their entirety.

Fourth, the following are highlights of important requirements that must be adhered to in order to avoid disqualification of your application. Please be sure your application addresses each specification appropriately.

- Continuing the Fourth and Fifth Years of the Project (NIA, part I Funding Description, which can be found in Section D of this Application Package): In deciding whether to continue funding the Institute for the fourth and fifth years, the Department, as part of the review of the Cooperative Agreement, will consider the degree to which the Institute demonstrates—
  - (1) Substantial progress in providing a structured training program focused on the VR process and practices and the unique skills and knowledge necessary to improve employment outcomes for American Indians with disabilities.
  - (2) Substantial progress in improving counseling and VR services in a culturally appropriate manner to American Indians with disabilities so that they can prepare for, and engage in, gainful employment consistent with their informed choice.

- (3) Effective collaboration between the four-year institution of higher education and the two-year community college or tribal college that demonstrates efficient and effective program and fiduciary operations.
- (4) A commitment to sustain the collaboration and the structured training program after the federal investment is completed.

When preparing the budget and budget narrative, please ensure that there are funds available for key program and fiscal staff to travel to Washington, D.C. in the spring of 2017 for a one day meeting.

- The maximum funding level contained in the NIA, part II Award Information (see Section D of this Application Package) is strictly enforced. Failure to adhere to this funding level will result in rejection of your application.
- When preparing the budget, please note that project directors who oversee multiple federal grants are prohibited from reporting more than 100 percent of their time overseeing federal projects.
- Application and Submission Information (See NIA, part IV. Application and Submission Information, which can be found in Section D of this Application Package):
  - Part III of the application narrative is where you, the applicant, address the selection criteria used by reviewers in evaluating the application. The applicant must limit Part III to the equivalent of no more than **45 pages. If your narrative exceeds 45 pages and/or does not follow the page configurations, including font and spacing specifications, outlined in this letter and in the NIA, your application will be rejected.** The page standards for the narrative are as follows:
    - (1) A “page” is 8.5” x 11” on one-side only with 1” margins at the top, bottom, and both sides.
    - (2) You must double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
    - (3) Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
    - (4) Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

- **A limit of 15 pages applies to the partnership agreement between the four-year IHE and a two-year community college or tribal college.** The page standards for the partnership agreement are as follows:
  - A “page” is 8.5” x 11” on one-side only with 1” margins at the top, bottom, and both sides.
  - You must double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
  - Use a font that is 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.
- **A two-page double-spaced project abstract** (see Section F of this Application Package) that must contain:
  - (1) Name of applicant (institution applying for award, not the individual submitting the application);
  - (2) Overview statement. The abstract is a critical component of the proposal and it must highlight the purpose of the project, proposed number of individuals to be served each year, planned goals and objectives, target population, impact of project, expected outcomes.
  - (3) City and state where the institution is located;
  - (4) The congressional district where the institution is located (number); and
  - (5) The name of the principle project director and the percentage of time the director will manage the project.
- The only optional materials that will be accepted are one-page resumes for those identified as key personnel, not to exceed a total of 5 pages. The resumes do not have any page specifications. RSA will not accept any other materials.

Fifth, applicants should become familiar with the selection criteria contained in Section H of this Application Package. These criteria will be used by peer reviewers to evaluate all applications. Your application should respond to each identified criterion, since failure to do so will put your application at a significant disadvantage. Your narrative should clearly identify and address each of the selection criteria in the order they appear in the application package.

Sixth, reviewers of applications report that a narrative written in a format that follows the Selection Criteria greatly facilitates the review process. Such a format would appear and be

titled as follows: (1) Significance of the Project; (2) Quality of the Project Design; (3) Quality of Project Service; (4) Quality of Project Personnel and Adequacy of Resources; and (5) Quality of the Project Evaluation.

The following sections cover Education Department General Administrative Regulations (EDGAR), Application Procedures, and submission of your application to Grants.Gov.

### **EDGAR**

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86 and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474. (d) The notice of final priorities for this program, published in the Federal Register on August 14, 2014 (79 FR 47579).

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

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

This grant is subject to the requirements for “Intergovernmental Review of Department of Education Programs and Activities,” found in Executive Order 12372 and in 34 CFR Part 79 of EDGAR.

### **APPLICATION PROCEDURES**

**Applicants for multi-year projects are required to provide detailed budget information for each of the five project years. Any application that exceeds in any way the maximum allowed amount for any year will be disqualified.** The Department will determine at the time of the initial award, the funding levels for each year of the grant award. RSA requires annual performance reports, and uses those reports to determine progress and to make a decision as to whether or not to continue funding the project. These reports must be submitted to the designated RSA project officer.

### **GRANTS.GOV APPLICATION SUBMISSION**

Applications for grants under this competition must be submitted electronically using Grants.gov. Please read carefully the document that is included in Section I of this application package, which includes helpful tips about submitting electronically using the Grants.gov site. When using the electronic grants process, it is imperative that you do not wait until the last minute to submit your grant. Please note that you must follow the Application Procedures as described in the Federal Register notice announcing this grant competition. Information (including dates and times) about how to submit your application electronically or by mail or hand delivery (if you

qualify for an exception to the electronic submission requirement as described in the Federal Register notice for this program) can also be found in Section I of this application package, Application Transmittal Instructions.

Applicants may contact Kristen Rhinehart-Fernandez, the competition manager, who may be reached at (202) 245-6103 or [Kristen.Rhinehart@ed.gov](mailto:Kristen.Rhinehart@ed.gov) to discuss any matters relating to this competition.

Your concern for providing training and technical assistance for AIVRS project personnel who provide services to American Indians with disabilities is appreciated.

Sincerely,

Thomas E. Finch, Ph.D.  
Director, Training and Service Programs  
Division

**SECTION B**  
**COMPETITION MANAGER**

# COMPETITION MANAGER

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**RSA Contact:**

**Kristen Rhinehart-Fernandez**  
Competition Manager  
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Washington, DC 20202-2800

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**SECTION C**  
**NOTICE OF FINAL PRIORITY**

4000-01-U

DEPARTMENT OF EDUCATION

34 CFR Chapter III

[Docket ID ED-2014-OSERS-0024]

**Final priorities. Rehabilitation Services Administration—Capacity Building Program for Traditionally Underserved Populations—Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects**

**CFDA Number:** 84.315C.

**AGENCY:** Office of Special Education and Rehabilitative Services, Department of Education.

**ACTION:** Final priorities.

**SUMMARY:** The Assistant Secretary for Special Education and Rehabilitative Services announces two priorities under the Capacity Building Program for Traditionally Underserved Populations administered by the Rehabilitation Services Administration (RSA). The Assistant Secretary may use one or more of these priorities for competitions in fiscal year (FY) 2014 and later years. Priority 1 establishes a new vocational rehabilitation (VR) training institute for the preparation of personnel in American Indian Vocational Rehabilitation Services (AIVRS) projects (the Institute). Priority 2 requires a partnership between a four-year institution of higher education (IHE) and a two-year community college or tribal college. This partnership is designed to successfully implement the VR training Institute established in Priority 1. In addition, the partnership agreement required under Priority 2 provides a brief description of how the partnership will be managed, the partners' roles and responsibilities and a strategy for sustaining the partnership after the Federal investment ends.

**EFFECTIVE DATE:** August 14, 2014.

**FOR FURTHER INFORMATION CONTACT:**

Kristen Rhinehart-Fernandez  
U.S. Department of Education  
400 Maryland Avenue, SW., room 5027, Potomac Center Plaza (PCP)  
Washington, DC 20202-2800.

Telephone: (202) 245-6103 or by  
email: [kristen.rhinehart@ed.gov](mailto:kristen.rhinehart@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.

**SUPPLEMENTARY INFORMATION:**

**Purpose of Program:** The Capacity Building Program for Traditionally Underserved Populations under section 21(b)(2)(C) of the Rehabilitation Act of 1973, as amended (Rehabilitation Act) (29 U.S.C. 718(b)(2)(C)), provides outreach and technical assistance (TA) to minority entities and American Indian tribes to promote their participation in activities funded under the Rehabilitation Act, including assistance to enhance their capacity to carry out such activities.

**Program Authority:** 29 U.S.C. 718(b)(2)(C).

We published a notice of proposed priorities for this competition in the Federal Register on June 11, 2014 (79 FR 33486). That notice contained background information and our reasons for proposing the particular priorities.

**Public Comment:** In response to our invitation for public comment in the notice of proposed priorities, 10 parties submitted comments.

We group major issues according to subject. Generally, we do not address technical and other minor changes. In addition, we do not address comments that raised concerns not directly related to the proposed priorities.

There are differences between the proposed priorities and these final priorities as discussed under Analysis of Comments and Changes. We made several changes to strengthen and clarify the priorities. Specifically, the revised priorities require the Institute to consult with appropriate and relevant entities in developing and providing training and TA to AIVRS projects; ensure that

all materials developed reflect the AIVRS target population and diversity among its communities to the maximum extent possible; provide training through a variety of delivery methods so as not to exclude any participants and to meet the needs of the particular community served to the maximum extent possible; and ensure that training focused on effective communication with business reflects the marketplace of tribal communities. Further, we clarify the Institute's role, the target audience for this project, and the requirements for awarding a VR certificate. Finally, we substantially revise Priority 2 in order to clarify its purpose, requirements, and intended outcomes, and how applicants are to respond to this priority in the application.

Analysis of Comments and Changes: An analysis of the comments and of any changes in the priorities since publication of the notice of proposed priorities follows.

Comment: A number of commenters recognized the work of the Consortia of Administrators for Native American Rehabilitation (CANAR) and its TA project currently funded by RSA, Tribal Vocational Rehabilitation Continuous Improvement for Rehabilitation Counselors, Leaders, and Educators (TVR-Circle). Commenters suggested that, for the Institute to be effective, those already working, or with significant experience, in the field of tribal VR should be involved in the development of the curriculum for this project as well as in making decisions regarding methods of delivering the curriculum. Commenters suggested that a Native American-led entity with a national focus, such as CANAR, should serve as the lead consultant for the Institute.

Discussion: We agree that CANAR's TVR Circle currently serves as a valuable resource not only in understanding cultural competencies, but also in providing TA, organizational development, and educational training activities that are focused on the needs of AIVRS projects. Priority 1 does not require a lead entity or consultant for this project, other than the Institute. Priority 1 requires the Institute to conduct outreach activities and consult with appropriate and relevant entities in developing and providing training and TA to AIVRS projects.

Changes: We added language to the introductory paragraph of Priority 1 to clarify the role of the Institute, which includes conducting outreach activities and consulting with appropriate and relevant entities in developing and providing training and TA to AIVRS projects.

Comment: Several commenters emphasized the need for greater focus on the inclusion of cultural competencies within the priorities. Specifically, commenters stated that the Institute must ensure that its products, curriculum, and deliverables reflect the AIVRS target population, especially the diversity among American Indian and Native Alaskan communities. In addition,

commenters noted that an understanding of how to deliver VR services within a particular cultural context is a critical component of the AIVRS program.

Discussion: Priority 1 requires the Institute to develop a structured program of training in a culturally appropriate manner. Priority 1 also states that the Institute must provide culturally relevant training that goes beyond technical compliance with the program statute and regulations applicable to the AIVRS program (Section 121 of the Rehabilitation Act, 34 CFR Parts 369 and 371, and EDGAR). However, we believe that this priority should also specify that the products, curriculum, and deliverables must also reflect the AIVRS target population.

Change: We added a sentence to the introductory paragraph of Priority 1 to emphasize the importance of reflecting the AIVRS target population and diversity among its communities in all materials developed by the Institute to the maximum extent possible.

Comment: A commenter requested clarification as to whether the TA mentioned in Priority 1, paragraph (e), which requires the applicant to identify innovative methods and strategies for supporting AIVRS personnel when they have completed their training, and the TA mentioned in Priority 1, paragraph (g), which requires applicants to describe a plan to provide follow-up TA, either virtually or on-site to participants, applies to AIVRS projects seeking TA or only to participants who received training through the Institute.

Discussion: It is important to distinguish between TA to be provided by the Institute and TA currently provided by the TVR Circle. The follow-up TA described in paragraphs (e) and (g) of Priority 1 states that it is for participants who have completed the structured program of training delivered by the Institute. The target audience for this structured program of training is AIVRS project personnel with little or no experience in VR processes and practices. By contrast, the TA provided by the TVR Circle is intended to improve the performance of AIVRS grantees that are determined to be “at risk” by the Department. Because both paragraphs (e) and (g) describe the follow-up as occurring only after successful completion of the structured program of training, we believe the priority is clear as written.

Change: None.

Comment: Several commenters recommended a diverse model for delivering the structured program of training to meet the needs of the target audience. Some commenters raised a concern that many AIVRS projects are located in rural and remote communities that present

challenges to providing in-person training. In addition, commenters stated that, although web-based training is cost effective, it may not be the best option for all projects, as reliable Internet access may not be available in many tribal communities. Commenters suggested different methods of offering training such as on-line, in a traditional classroom setting, or at regional trainings throughout the country as an extension of national conferences. In addition, commenters suggested that grant funds be used to cover the costs of participant travel in order to ensure that AIVRS project funds are used for program services.

Discussion: We agree that training should be offered through a variety of delivery methods so as not to exclude any participants and to meet the needs of the particular community served as much as possible. Priority 1, as proposed, stated that the series of trainings may be offered in person, through distance learning, or through a combination of the two. In addition, the U.S. Department of Education General Administrative Regulations (EDGAR), and government-wide requirements, including applicable Office of Management and Budget (OMB) cost principles, provides general guidance regarding costs and cost-related issues and requirements related to travel. The cost principles do not preclude grant funds from being used to offset costs associated with travel, such as transportation or lodging. However, we want to stress that travel expenses must be reasonable and should be used to ensure that AIVRS project personnel located in remote areas of the country are able to participate in the Institute.

Change: In order to adequately address that the training should be offered through a variety of delivery methods, we added language in the introductory paragraph in Priority 1 to clarify that training may be offered in a traditional classroom setting, through distance learning, through week-long institutes, at regional trainings throughout the country as an extension of national conferences, and through other delivery methods, as appropriate, to meet the needs of the targeted audience. We also revised Priority 1 to specify that grant funds may be used to provide reasonable financial assistance to offset costs associated with travel for participants who may be located in remote areas of the country.

Comment: Some commenters asked whether RSA intends for the Institute to award an academic certificate or a non-academic certificate. Commenters indicated that an academic certificate is transferable to an Associate of Arts degree, an undergraduate degree, or a graduate degree, while a non-academic certificate may impart knowledge, skills, and abilities but will not benefit the AIVRS personnel in furthering their academic credentials and professional credibility.

Discussion: Priority 1 does not distinguish between an academic and a non-academic certificate. It is our intent that a VR certificate, academic or non-academic, represent more than successful completion of the program. The VR certificate demonstrates that a participant has received the foundational VR knowledge and skills in the provision of VR services and is able to provide appropriate, effective, and culturally relevant VR services to American Indians with disabilities to prepare for, and engage in, gainful employment consistent with their informed choice. A VR certificate could be used by participants to further their pursuit of a post-secondary degree. For example, an applicant could propose to award college credit to a participant who meets the requirements and criteria established for a VR certificate, which may then be used by the participant to support an application to a four-year IHE that offers an undergraduate degree in VR counseling. However, it is up to the applicant to determine whether the Institute will award an academic or non-academic certificate. Further, the applicant must establish requirements and criteria for obtaining the VR certificate and define how the certificate may be used by participants, if desired, to pursue an advanced degree.

Change: In order to clarify the purpose of a VR certificate, we added language to the introductory paragraph of Priority 1 to clarify that the Institute may determine whether the VR certificate awarded will be academic or non-academic, the requirements for obtaining such a certificate, and how the certificate may be used by participants who earn it.

Comment: Commenters raised concerns regarding excessively high unemployment and an overall lack of industry in many tribal communities and how those issues may affect the training topic specified in Priority 1 to focus on effective communication with business. Commenters suggested that the content in this topic be expanded to include approaches for developing relationships and working with entrepreneurs, small businesses, and cooperative businesses that may offer emerging employment opportunities for tribal members with disabilities.

Discussion: We recognize the commenters' concerns related to high unemployment and accept their proposed suggestions for expanding the topic focused on effective communication with business to include working with entrepreneurs, small businesses, and cooperative businesses.

Change: In order to ensure that the training module titled "Effective Communication with Business" is an accurate representation of the marketplace in tribal communities, we expanded the first sentence of Priority 1, paragraph (a)(3), to include all types of businesses, especially

entrepreneurs, small businesses, and cooperative businesses that may offer employment opportunities for tribal members with disabilities.

Comment: None.

Discussion: In our own review of the priorities, it became apparent that paragraph (h)(4) of Priority 1 is unclear and that the language in that paragraph does not meaningfully add to the requirements for the priority. Therefore, we are removing this language.

Change: In Priority 1, paragraph (h)(4) is removed. Therefore, paragraph (h)(5) in Priority 1 is renumbered as paragraph (h)(4).

Comment: A few commenters requested clarification regarding whether Priority 2 is a subset of Priority 1 and whether applicants will be required to meet both priorities.

Discussion: We believe that the Institute, as proposed, must be developed and delivered through collaboration between a four-year IHE and a two-year community college or tribal college. We believe that the priorities, as written, are clear.

Change: None.

Comment: A few commenters requested clarification regarding Priority 2, which, as proposed, requires collaboration between a four-year IHE and a two-year community college or tribal college. Commenters inquired as to whether other partners, in addition to a four-year IHE and a two-year community college or tribal college, could be involved in a collaboration agreement.

Discussion: In Priority 2, as proposed, we require collaboration between a four-year IHE and a two-year community college or tribal college. The collaboration may be expanded to include other relevant partners to support the goals and expected outcomes of this project, such as a business. However, the collaboration must include, at a minimum, a four-year IHE and a two-year community college or tribal college. We believe that the priority is clear as written.

Change: None.

Comment: None.

Discussion: In our own review of the priorities and the comments we received, it became clear that applicants could benefit from additional details and clarification about our requirements in

Priority 2. Therefore, we revised the priority to clarify its purpose, requirements, intended outcomes, and how applicants are to respond to the priority. First, the purpose of Priority 2 is to require a partnership between a four-year IHE and a two-year community college or tribal college to effectively implement the requirements of Priority 1. We believe that community colleges or tribal colleges are uniquely suited to provide the type of customized instruction necessary to meet the requirements of Priority 1. In addition, the involvement of a four-year IHE will improve the instruction by providing access to faculty who possess a breadth of knowledge and experience in the field of VR. Therefore, applicants will respond to Priority 2 by demonstrating, in the narrative portion of their application, that the Institute reflects a collaboration of knowledge, experience, skills, faculty, curriculum, resources, and technology between a four-year IHE and a two-year community college or tribal college in order to deliver a high-quality structured program of training on foundational VR knowledge and skills in a culturally appropriate manner.

Second, Priority 2, as proposed, was written to require collaboration between a four-year IHE and a two-year community college or tribal college. We replaced the term “collaboration” in the proposed priority with the term “partnership” in the final priority in order to better reflect the type of relationship that we intended between the four-year IHE and the two-year community college or tribal college. In addition, Priority 2, as proposed, was written to require a formal agreement between a four-year IHE and a two-year community or tribal college. We replaced the term “formal agreement” with the term “partnership agreement” in order to better reflect the purpose of the priority. In Priority 2, the partnership agreement is required to be submitted in addition to the narrative portion of the application.

Third, Priority 2, as proposed, would have given the Secretary discretion to require the formal agreement to include the signatures of the president and chief financial officer from the four-year IHE and the two-year community college or tribal college. However, after review, we concluded that it is essential that the partnership agreement contain the signatures of the president and chief financial officer of both parties, and we make this a mandatory component of the agreement. In addition, we concluded that the remaining four elements of the agreement are also critical to ensuring that the partnership is able to effectively implement the requirements in Priority 1 and meet the goal of the Institute. Therefore, the partnership agreement described in Priority 2 must contain all four components, three of which we revised to clarify and streamline the applications.

Finally, a component in Priority 2, as proposed, required the formal agreement to include in-kind or financial contributions from both parties. However, because there are no matching requirements in this program, we revised this component to make clear that these contributions are not required. Another component in Priority 2, as proposed, required the formal agreement to include a plan to sustain the partnership after the Federal investment ends. We revised this requirement for the partnership agreement in the final priority to require applicants to provide a brief strategy to sustain the partnership after the Federal investment ends.

Change: Priority 2 is revised to clarify the requirements for the partnership between a four-year IHE and two-year community college or tribal college, including its objective of delivering a high-quality structured program of training on foundational VR knowledge and skills in a culturally appropriate manner. Priority 2 also is revised to require a partnership agreement, which must be signed by the president and chief financial officer of both parties. The required partnership agreement must include a brief description of how the partnership will operate each year during the five-year grant period of performance. The agreement must also describe how information regarding the progress of the grant, as well as any issues and challenges, will be communicated; what steps will be taken to resolve conflicts; the roles, responsibilities, and deliverables of each party; and the arrangements, if any, for supporting the program with resources, that are not paid for by the award; and include a brief strategy to sustain the partnership and the structured training program after the Federal investment ends.

## **FINAL PRIORITIES:**

### **Priority 1: Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects**

The Assistant Secretary for Special Education and Rehabilitative Services establishes a priority to support one Institute under section 21(b)(2)(C) of the Rehabilitation Act of 1973, as amended—the Vocational Rehabilitation (VR) Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services (AIVRS) Projects (the Institute). The Institute will provide a structured program of training in vocational rehabilitation (VR) to current personnel of the AIVRS projects to improve the delivery of VR services to American Indians with disabilities. The Institute will conduct outreach activities and consult with appropriate and relevant entities in developing and providing training and TA to AIVRS projects. All products, curricula, and deliverables developed by the Institute must reflect the AIVRS population and

diversity among its communities to the maximum extent possible. The Institute will consist of a series of trainings specifically geared towards building foundational skills that, when satisfactorily completed, will lead to a VR certificate awarded by the Institute. The Institute may determine whether the VR certificate awarded will be academic or non-academic, the requirements for obtaining such a certificate, and how the certificate may be used by participants who earn it. The series of trainings may be offered in a traditional classroom setting, through distance learning, through week-long institutes, at regional trainings throughout the country as an extension of national conferences, and through other delivery methods, as appropriate, to meet the needs of the targeted audience. In addition, grant funds may be used to provide reasonable financial assistance to offset costs associated with travel for participants who may be located in remote areas of the country. The Institute will conduct an assessment before and after providing training for each participant in order to assess strengths and specific areas for improvement, educational attainment and application of skills, and any issues or challenges to be addressed post-training to ensure improved delivery of VR services to American Indians with disabilities. The Institute will provide follow-up TA to participants to address any issues or challenges that are identified post-training and to ensure that the training they received is applied effectively in their work setting. Finally, the Institute will conduct an evaluation to obtain feedback on the training and follow-up TA and to determine whether this improvement contributed to increased employment outcomes for American Indians with disabilities.

The Department will award this grant as a cooperative agreement to ensure that there is substantial involvement (i.e., significant communication and collaboration) between RSA and the grantee in carrying out the activities of the program (34 CFR 75.200 (b)(4)).

In coordination with the Department, the Institute must, in a culturally appropriate manner:

(a) Develop a structured program of training on foundational VR knowledge and skills that will lead to AIVRS personnel earning a VR certificate. The training would include, at a minimum: vocational assessment, determination of applicant eligibility, development of an individualized plan for employment (IPE), the acquisition and use of assistive technology, and obtaining and using up-to-date labor market information to understand the local economy and effectively match the skills of AIVRS consumers with the needs of employers. The Institute must provide culturally relevant training that goes beyond technical compliance with the program statute and regulations applicable to the AIVRS program (Section 121 of the Rehabilitation Act, 34 CFR

Parts 369 and 371, and EDGAR) and focuses on providing the basic foundational skills necessary to improve counseling and VR services provided by AIVRS personnel. The training topics must include, at a minimum:

- (1) Introduction to VR: an orientation to the field of VR, addressing in general terms the various disabilities a VR counselor is apt to encounter working in an AIVRS project. The training developed by the Institute must teach AIVRS personnel to understand the nature of a significant disability and the complexities a person with such a disability experiences and must teach how various disabilities affect an individual's ability to participate in competitive employment;
- (2) Effective communication with AIVRS consumers including: identification of approaches to, techniques for, and relevant examples of developing trust and rapport with individuals with a disability; appropriate conduct when engaging with individuals with a disability; and interacting with members of the tribal council;
- (3) Effective communication with business including: identification of approaches to, techniques for, and relevant examples of building and maintaining relationships with all types of businesses, especially entrepreneurs, small businesses, and cooperative businesses that may offer emerging employment opportunities for tribal members with disabilities. This training topic includes educating potential employers about how reasonable accommodations and assistive technology can be used to support effectively the employment of individuals with disabilities. The Institute must also teach participants how to obtain accurate labor market information on available employment opportunities in their State and local area, and how to identify education, technical requirements, and necessary skill sets for the jobs available;
- (4) Conducting a vocational assessment and determining eligibility: how to obtain and evaluate necessary medical and other documentation and the results of assessments that may have been conducted by entities other than the AIVRS project. The Institute must teach AIVRS personnel how to use appropriate assessment tools that assist in determining an individual's eligibility for VR services and in developing an IPE;
- (5) Managing caseload: how to manage cases so that information can be retrieved and communicated to the AIVRS consumer in a timely manner. The Institute must teach AIVRS personnel how to create, manage, and appropriately close consumer case files;

- (6) Development of an IPE: how to plan and provide VR services that lead to meaningful employment opportunities that are at appropriate skill levels and consistent with the consumer's abilities, interests, and informed choice; and
  - (7) Development of job-seeking skills: identification of approaches to, techniques for, and relevant examples of improving job-seeking skills. This includes resume preparation, practicing interview skills, networking, navigating job sites, targeting job searches, and other effective skills that will lead to job placement for AIVRS consumers.
- (b) Develop a course syllabus that describes the proposed sequence of topical training.
  - (c) Develop a training module for one of the seven topics in paragraph (a) to serve as an example for how participants will be trained in that area.
  - (d) Develop a recruitment and retention plan that describes how the Institute will conduct outreach activities and recruitment efforts to enroll current AIVRS personnel in the Institute. Current AIVRS staff may nominate themselves or be nominated by the AIVRS project director to participate in the Institute. The plan must also describe how the Institute will provide academic support and counseling for AIVRS personnel to ensure successful completion, as well as steps that will be taken to provide assistance to AIVRS personnel who are not performing to their fullest potential in the Institute's structured program of training.
  - (e) Identify innovative methods and strategies for supporting AIVRS personnel when they have completed the training, including a plan for maintaining regular contact with AIVRS personnel upon successful completion of the structured program of training and providing follow-up TA on various situations and settings encountered by AIVRS personnel in working with American Indians with disabilities, as well as TA on effective programmatic and fiscal management of an AIVRS project.
  - (f) Develop an assessment tool for use by the Institute before and after the training. The assessment must identify the strengths and specific areas in which participants need to improve prior to the beginning of the training. In addition, 90 days after the training is completed, the assessment must evaluate the attainment of skills, demonstrated application of those skill sets, and any issues or challenges for participating AIVRS personnel that may impact improved delivery of VR services to American Indians with disabilities. The Institute

must administer the assessment tool and provide a copy to participants. The Institute must also ensure that the results are reviewed with participating AIVRS personnel and shared with their respective Directors.

(g) Describe a plan to provide follow-up TA, either virtually or on-site, to participants. The purpose is to ensure that the training that AIVRS personnel received is applied effectively in their work settings and addresses any issues or challenges identified as a result of the assessment that is conducted 90 days after the training is completed.

(h) Describe how the Institute will be evaluated. Such a description must include:

(1) How the Institute will determine its impact over a period of time on improving the delivery of VR services to American Indians with disabilities and increasing employment outcomes;

(2) How input from AIVRS project directors will be included in the evaluation;

(3) How feedback from American Indians with disabilities will be included in the evaluation;

(4) How the data and results from the evaluation will be used to make necessary adjustments and improvements to AIVRS projects and training of AIVRS personnel.

**Priority 2: Partnership Between a Four-Year Institution of Higher Education and a Two-Year Community College or Tribal College.**

Applicants will demonstrate, in the narrative portion of their application, that the Institute reflects a collaboration of knowledge, experience, skills, faculty, curricula resources, and technology between a four-year IHE and a two-year community college or tribal college in order to deliver a high-quality structured program of training on foundational VR knowledge and skills in a culturally appropriate manner.

Applicants are required to submit a partnership agreement, in addition to the narrative portion of their application. The partnership agreement must be signed by the president and chief financial officer of both parties. Applicants must include a brief description in the partnership agreement of how the partnership will operate each year during the five-year grant period of performance. Applicants must also summarize in the agreement how information regarding the progress of the grant, as well as any issues and challenges, will be communicated; what steps will be taken to resolve conflicts; the roles, responsibilities, and deliverables of each party; and the

arrangements, if any, for supporting the program with resources, that are not paid for by the award. Finally, applicants must provide a brief strategy in the agreement to sustain the partnership and the structured training program after the Federal investment ends.

**Types of Priorities:**

When inviting applications for a competition using one or more priorities, we designate the type of each priority as absolute, competitive preference, or invitational through a notice in the Federal Register. The effect of each type of priority follows:

**Absolute priority:** Under an absolute priority, we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

**Competitive preference priority:** Under a competitive preference priority, we give competitive preference to an application by (1) awarding additional points, depending on the extent to which the application meets the priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

**Invitational priority:** Under an invitational priority, we are particularly interested in applications that meet the priority. However, we do not give an application that meets the priority a preference over other applications (34 CFR 75.105(c)(1)).

This notice does not preclude us from proposing additional priorities, requirements, definitions, or selection criteria, subject to meeting applicable rulemaking requirements.

**Note:** This notice does not solicit applications. In any year in which we choose to use these priorities, we invite applications through a notice in the Federal Register.

## **Executive Orders 12866 and 13563**

### **Regulatory Impact Analysis**

Under Executive Order 12866, the Secretary must determine whether this regulatory action is “significant” and, therefore, subject to the requirements of the Executive order and subject to review by the Office of Management and Budget (OMB). Section 3(f) of Executive Order 12866 defines a “significant regulatory action” as an action likely to result in a rule that may—

- (1) Have an annual effect on the economy of \$100 million or more, or adversely affect a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal governments or communities in a material way (also referred to as an “economically significant” rule);
- (2) Create serious inconsistency or otherwise interfere with an action taken or planned by another agency;
- (3) Materially alter the budgetary impacts of entitlement grants, user fees, or loan programs or the rights and obligations of recipients thereof; or
- (4) Raise novel legal or policy issues arising out of legal mandates, the President’s priorities, or the principles stated in the Executive order.

This final regulatory action is not a significant regulatory action subject to review by OMB under section 3(f) of Executive Order 12866.

We have also reviewed this final regulatory action under Executive Order 13563, which supplements and explicitly reaffirms the principles, structures, and definitions governing regulatory review established in Executive Order 12866. To the extent permitted by law, Executive Order 13563 requires that an agency—

- (1) Propose or adopt regulations only upon a reasoned determination that their benefits justify their costs (recognizing that some benefits and costs are difficult to quantify);
- (2) Tailor its regulations to impose the least burden on society, consistent with obtaining regulatory objectives and taking into account—among other things and to the extent practicable—the costs of cumulative regulations;

(3) In choosing among alternative regulatory approaches, select those approaches that maximize net benefits (including potential economic, environmental, public health and safety, and other advantages; distributive impacts; and equity);

(4) To the extent feasible, specify performance objectives, rather than the behavior or manner of compliance a regulated entity must adopt; and

(5) Identify and assess available alternatives to direct regulation, including economic incentives—such as user fees or marketable permits—to encourage the desired behavior, or provide information that enables the public to make choices.

Executive Order 13563 also requires an agency “to use the best available techniques to quantify anticipated present and future benefits and costs as accurately as possible.” The Office of Information and Regulatory Affairs of OMB has emphasized that these techniques may include “identifying changing future compliance costs that might result from technological innovation or anticipated behavioral changes.”

We are issuing these final priorities only on a reasoned determination that their benefits justify their costs. In choosing among alternative regulatory approaches, we selected those approaches that maximize net benefits. Based on the analysis that follows, the Department believes that this regulatory action is consistent with the principles in Executive Order 13563.

We also have determined that this final regulatory action does not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

In accordance with both Executive orders, the Department has assessed the potential costs and benefits, both quantitative and qualitative, of this regulatory action. The potential costs are those resulting from statutory requirements and those we have determined as necessary for administering the Department’s programs, projects, and activities.

**Intergovernmental Review:** This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79, unless the applicant is a federally recognized Indian tribe. One of the objectives of the Executive order is to foster an intergovernmental partnership and a strengthened federalism. The Executive order relies on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

This document provides early notification of our specific plans and actions for this program.

**Accessible Format:** Individuals with disabilities can obtain this document in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the

Grants and Contracts Services Team  
U.S. Department of Education  
400 Maryland Avenue, SW., room 5075, PCP  
Washington, DC 20202-2550

Telephone: (202) 245-7363.

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

**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: August 11, 2014.

/s/

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Michael K. Yudin,  
Acting Assistant Secretary for Special Education  
and Rehabilitative Services.

**SECTION D**  
**NOTICE INVITING APPLICATIONS FOR**  
**NEW AWARDS**

4000-01-U

DEPARTMENT OF EDUCATION

**Applications for New Awards; Rehabilitation Services Administration—Capacity Building Program for Traditionally Underserved Populations—Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects**

**AGENCY:** Office of Special Education and Rehabilitative Services, Department of Education

**ACTION:** Notice.

**Overview Information:**

**Rehabilitation Services Administration—Capacity Building Program for Traditionally Underserved Populations—Vocational Rehabilitation (VR) Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects (Institute)**

Notice inviting applications for new awards for fiscal year **(FY) 2015**.

Catalog of Federal Domestic Assistance (CFDA) Number: **84.315C**.

**Dates:**

Applications Available: **January 7, 2015**.

Date of Pre-Application Webinar: **January 22, 2015**.

Deadline for Transmittal of Applications: **March 9, 2015**.

Deadline for Intergovernmental Review: **May 7, 2015**.

**Full Text of Announcement**

## **I. FUNDING OPPORTUNITY DESCRIPTION**

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Purpose of the Program: The Capacity Building Program for Traditionally Underserved Populations under section 21(b)(2)(C) of the Rehabilitation Act of 1973, as amended (Rehabilitation Act) (29 U.S.C. 718(b)(2)(C)), provides outreach and technical assistance (TA) to minority entities and American Indian tribes to promote their participation in activities funded under the Rehabilitation Act, including assistance to enhance their capacity to carry out such activities.

Priorities: This notice includes two absolute priorities. These priorities are from the notice of final priorities for this program, published in the Federal Register on August 14, 2014 (79 FR 47579).

Absolute Priorities: For FY 2015 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are absolute priorities. Under 34 CFR 75.105(c)(3) we consider only applications that meet both of these priorities.

These priorities are:

Absolute Priority 1—Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects.

Absolute Priority 2—Partnership Between a Four-Year Institution of Higher Education and a Two-Year Community College or Tribal College.

Note: The full texts of the absolute priorities are included in the notice of final priorities for this program, published in the Federal Register on August 14, 2014 (79 FR 47579), and in the application package.

Program Authority: 29 U.S.C. 718(b)(2)(C).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86 and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2

CFR part 3474. (d) The notice of final priorities for this program, published in the Federal Register on August 14, 2014 (79 FR 47579).

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

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

## **II. AWARD INFORMATION**

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Type of Award: Cooperative agreement.

Estimated Available Funds: \$500,000.

Maximum Award: We will reject any application that proposes a budget exceeding \$500,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 1.

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

Note: Under 34 CFR 75.562(c), an indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined by its negotiated indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less. Indirect costs in excess of the limit may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award.

Project Period: Up to 60 months.

### Continuing the Fourth and Fifth Years of the Project:

In deciding whether to continue funding the Institute for the fourth and fifth years, the Department, as part of the review of the cooperative agreement, the application narrative, the partnership agreement, and annual performance reports will consider the degree to which the Institute demonstrates—

(a) Substantial progress in providing a structured training program focused on the VR process and practices and the unique skills and knowledge necessary to improve employment outcomes for American Indians with disabilities.

(b) Substantial progress in improving counseling and VR services in a culturally appropriate manner to American Indians with disabilities so that they can prepare for, and engage in, gainful employment consistent with their informed choice.

(c) Effective collaboration between the four-year IHE and the two-year community college or tribal college that demonstrates efficient and effective program and fiduciary operations.

(d) A commitment to sustain the collaboration and the structured training program after the Federal investment is completed.

### **III. ELIGIBILITY INFORMATION**

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1. Eligible Applicants: IHEs, community colleges, and tribal colleges. Applications must reflect a partnership between a four-year IHE and a two-year community college or tribal college.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

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1. Address to Request Application Package: You can obtain an application package via the Internet, from the Education Publications Center (ED Pubs), or from the program office.

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).

To obtain a copy from ED Pubs, write, fax, or call the following: 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.

You can contact ED Pubs at its Web site, also: [www.EDPubs.gov](http://www.EDPubs.gov) or at its email address: [edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov).

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.315C.

To obtain a copy from the program office, contact

Kristen Rhinehart-Fernandez  
U.S. Department of Education, Rehabilitation Services Administration  
400 Maryland Avenue, SW., room 5027, Potomac Center Plaza (PCP)  
Washington, DC 20202-2800

Telephone: (202) 245-6103 or by

email: [kristen.rhinehart@ed.gov](mailto:kristen.rhinehart@ed.gov).

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 person or team listed under Accessible Format in section VIII of this notice.

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

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to the equivalent of no more than 45 pages using the following standards:

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

In addition to the page limit on the application narrative section, you must limit the partnership agreement to the equivalent of no more than 15 pages and the abstract to the equivalent of no more than two pages. The standards listed above, which also are applicable to the application narrative, apply to these sections.

We will reject your application if you exceed the page limits, or if you apply other standards and exceed the equivalent of the page limits.

The only optional materials that will be accepted are one-page resumes for those identified as key personnel, not to exceed a total of five pages. There are no page standards associated with these optional materials. Please note that although optional materials exceeding the page limit will not result in automatic rejection of an application, our reviewers are not required to read optional materials and will not review optional materials exceeding the page limit.

Please note that any funded applicant’s application abstract will be made available to the public.

### 3. Submission Dates and Times:

Applications Available: **January 7, 2015.**

Date of Pre-Application Webinar: Interested parties are invited to participate in a pre-application webinar. The pre-application webinar with staff from the Department will be held at 2:00 p.m.,

Washington D.C. time, on Thursday, January 22, 2015. The webinar will be recorded. For further information about the pre-application webinar, contact the person listed under For Further Information Contact in section VII of this notice.

Deadline for Transmittal of Applications: **March 9, 2015.**

Applications for grants under this competition 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: **May 7, 2015.**

4. Intergovernmental Review: 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.

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 of Education, you must—

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

b. Register both your DUNS number and TIN with the 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 to two business days.

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: [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).

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

a. Electronic Submission of Applications.

Applications for grants under the Capacity Building Program for Traditionally Underserved Populations—Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects, CFDA number 84.315C, 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 Capacity Building Program for Traditionally Underserved Populations—Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects competition 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 84.315, not 84.315C).

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, D.C. 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, D.C. 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, D.C. 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 competition 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 [www.G5.gov](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 (an ED-specified identifying number unique to your application).
- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System:

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

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, D.C. 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, D.C. 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 the problem affected your ability to submit your application by 4:30:00 p.m., Washington, D.C. 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:

Kristen Rhinehart-Fernandez  
U.S. Department of Education  
400 Maryland Avenue, SW., room 5027, Potomac Center Plaza (PCP)  
Washington, DC 20202-2800  
FAX: (202) 245-7592.

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 84.315C)  
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 84.315C)  
550 12th Street, SW.  
Room 7039, 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, D.C. 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**

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1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 and are listed in the application package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 2 CFR 3474.10, the Secretary may impose special conditions and, in appropriate circumstances, high-risk 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 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

## **VI. AWARD ADMINISTRATION INFORMATION**

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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 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

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

4. Performance Measures: The Government Performance and Results Act of 1993 (GPRA) directs Federal departments and agencies to improve the effectiveness of programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals.

The goal of the Capacity Building Program for Traditionally Underserved Populations— Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects is to improve the knowledge and skills of such personnel so that they can provide appropriate, effective, and culturally relevant VR services to assist American Indians with disabilities prepare for, and engage in, gainful employment consistent with their informed choice.

The cooperative agreement will specify the measures that will be used to assess the grantee's performance against the goals and objectives of the project, including outcome measures and measures that reflect the quality, relevance, and usefulness of the training and TA products developed by the Institute.

In its annual and final performance report to the Department, the grant recipient will be expected to report the data outlined in the cooperative agreement that is needed to assess its performance, including, at a minimum, the following information related to the performance measures for this project:

- The number of participants enrolled in the Institute;
- The number of participants who successfully completed the series of trainings provided by the Institute; and
- The number of participants who obtained a VR certificate.

The cooperative agreement and annual report will be reviewed by RSA and the grant recipient between the third and fourth quarter of each project period. Adjustments will be made to the project accordingly in order to ensure demonstrated progress towards meeting the goal and outcomes of the project.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities

receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

## **VII. AGENCY CONTACT**

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For Further Information Contact: Kristen Rhinehart-Fernandez, U.S. Department of Education, Rehabilitation Services Administration, 400 Maryland Avenue, SW., room 5027, PCP, Washington, DC 20202-2800. Telephone: (202) 245-6103 or by email: [kristen.rhinehart@ed.gov](mailto:kristen.rhinehart@ed.gov).

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

## VIII. OTHER INFORMATION

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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, audiotope, 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:

/s/

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Michael K. Yudin,  
Acting Assistant Secretary for Special Education  
and Rehabilitative Services.

**SECTION E**  
**SECTION 21 OF THE**  
***REHABILITATION ACT OF 1973, AS AMENDED***

**SECTION 21 OF THE REHABILITATION ACT OF 1973, AS AMENDED  
TRADITIONALLY UNDERSERVED POPULATIONS**

**Sec. 21. (a) Findings**

With respect to the programs authorized in titles II through VII, the Congress finds as follows:

**(1) Racial profile**

The racial profile of America is rapidly changing. While the rate of increase for white Americans is 3.2 percent, the rate of increase for racial and ethnic minorities is much higher: 38.6 percent for Latinos, 14.6 percent for African-Americans, and 40.1 percent for Asian-Americans and other ethnic groups. By the year 2000, the Nation will have 260,000,000 people, one of every three of whom will be either African-American, Latino, or Asian-American.

**(2) Rate of disability**

Ethnic and racial minorities tend to have disabling conditions at a disproportionately high rate. The rate of work-related disability for American Indians is about one and one-half times that of the general population. African-Americans are also one and one-half times more likely to be disabled than whites and twice as likely to be significantly disabled.

**(3) Inequitable treatment**

Patterns of inequitable treatment of minorities have been documented in all major junctures of the vocational rehabilitation process. As compared to white Americans, a larger percentage of African-American applicants to the vocational rehabilitation system is denied acceptance. Of applicants accepted for service, a larger percentage of African-American cases is closed without being rehabilitated. Minorities are provided less training than their white counterparts. Consistently, less money is spent on minorities than on their white counterparts.

**(4) Recruitment**

Recruitment efforts within vocational rehabilitation at the level of preservice training, continuing education, and in-service training must focus on bringing larger numbers of minorities into the profession in order to provide appropriate practitioner knowledge, role models, and sufficient manpower to address the clearly changing demography of vocational rehabilitation.

**(b) Outreach to Minorities**

**(1) In general**

For each fiscal year, the Commissioner and the Director of the National Institute on Disability and Rehabilitation Research (referred to in this subsection as the "Director") shall reserve 1 percent of the funds appropriated for the fiscal year for programs authorized under titles II, III, VI, and VII to carry out this subsection. The Commissioner and the Director shall use the reserved funds to carry out 1 or more of the activities described in paragraph (2) through a grant, contract, or cooperative agreement.

## **(2) Activities**

The activities carried out by the Commissioner and the Director shall include 1 or more of the following:

**(A)** Making awards to minority entities and Indian tribes to carry out activities under the programs authorized under titles II, III, VI, and VII.

**(B)** Making awards to minority entities and Indian tribes to conduct research, training, technical assistance, or a related activity, to improve services provided under this Act, especially services provided to individuals from minority backgrounds.

**(C)** Making awards to entities described in paragraph (3) to provide outreach and technical assistance to minority entities and Indian tribes to promote their participation in activities funded under this Act, including assistance to enhance their capacity to carry out such activities.

## **(3) Eligibility**

To be eligible to receive an award under paragraph (2)(C), an entity shall be a State or a public or private nonprofit agency or organization, such as an institution of higher education or an Indian tribe.

## **(4) Report**

In each fiscal year, the Commissioner and the Director shall prepare and submit to Congress a report that describes the activities funded under this subsection for the preceding fiscal year.

## **(5) Definitions**

In this subsection:

**(A) Historically black college or university:** The term "historically Black college or university" means a part B institution, as defined in section 322(2) of the Higher Education Act of 1965 (20 U.S.C. 1061(2)).

**(B) Minority entity:** The term "minority entity" means an entity that is a historically Black college or university, a Hispanic-serving institution of higher education, an American Indian tribal college or university, or another institution of higher education whose minority student enrollment is at least 50 percent.

**(c) Demonstration** In awarding grants, or entering into contracts or cooperative agreements under titles I, II, III, VI, and VII, and section 509, the Commissioner and the Director, in appropriate cases, shall require applicants to demonstrate how the applicants will address, in whole or in part, the needs of individuals with disabilities from minority backgrounds.

**SECTION F**  
**APPLICATION ABSTRACT INSTRUCTIONS**

## APPLICATION ABSTRACT INSTRUCTIONS

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Applicants are required to submit a **two-page**, double-spaced project abstract with their application. The abstract must include the following information:

- 1) Name of applicant (institution applying for award, not the individual submitting the application);
- 2) Overview statement (one page abstract). The abstract is a critical component of the proposal and it must highlight the purpose of the project, proposed number of individuals to be served each year, planned goals and objectives, target population, impact of project, expected outcomes.
- 3) City and state where the institution is located;
- 4) The congressional district where the institution is located (number); and
- 5) The name of the principle project director and the percentage of time the director will manage the project.

Questions regarding the project abstract or any other components of the application should be directed to the competition manager before the closing date.

**SECTION G**  
**PARTNERSHIP AGREEMENT**

## **PARTNERSHIP AGREEMENT**

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Applicants are required to submit a partnership agreement, in addition to the narrative portion of their application. The partnership agreement must be signed by the president and chief financial officer of both parties. Applicants must include a brief description in the partnership agreement of how the partnership will operate each year during the five-year grant period of performance. Applicants must also summarize in the agreement how information regarding the progress of the grant, as well as any issues and challenges, will be communicated; what steps will be taken to resolve conflicts; the roles, responsibilities, and deliverables of each party; and the arrangements, if any, for supporting the program with resources, that are not paid for by the award. Finally, applicants must provide a brief strategy in the agreement to sustain the partnership and the structured training program after the Federal investment ends.

The partnership agreement contains the following specifications. **A limit of 15 pages applies to the partnership agreement between the four-year IHE and a two-year community college or tribal college.** The page standards for the partnership agreement are as follows:

- (1) A “page” is 8.5” x 11” on one-side only with 1” margins at the top, bottom, and both sides.
- (2) You must double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- (3) Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- (4) Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

**SECTION H**  
**SELECTION CRITERIA FOR APPLICATIONS**

# SELECTION CRITERIA FOR APPLICATIONS

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The Secretary uses the following selection criteria in EDGAR 75.209 and 75.210 to evaluate applications for new grants under this competition. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses. Because no points are assigned to the selected factors, the Secretary evaluates each factor within each criterion equally.

The criteria are—

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## **SIGNIFICANCE OF THE PROPOSED PROJECT** **(10 points)**

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

- (1) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.
- (2) The potential contribution of the proposed project to increased knowledge or understanding of rehabilitation problems, issues, or effective strategies.

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## **QUALITY OF PROJECT DESIGN** **(25 points)**

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

- (1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
- (2) The extent to which the proposed project represents an exceptional approach to the priorities established for the competition.
- (3) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.
- (4) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.
- (5) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

**QUALITY OF PROJECT SERVICES****(25 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 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 been traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers the following factors:

- (1) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.
- (2) The extent to which the technical assistance services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, as appropriate, and the leveraging of non-project resources.
- (3) The extent to which the training or professional development services to be provided by the proposed project are likely to improve services for individuals with disabilities from minority backgrounds, as well as, increase the capacity of minority entities and minority individuals in programs funded under the Rehabilitation Act, as amended.
- (4) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

**QUALITY OF THE MANAGEMENT PLAN  
AND ADEQUACY OF RESOURCES****(25 points)**

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

- (1) The adequacy of the management plan to achieve the objectives of the project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (2) 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.
- (3) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- (4) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

## **QUALITY OF THE PROJECT EVALUATION**

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**(15 points)**

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

- (1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (2) The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- (3) The extent to which the methods of evaluation will 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.

**SECTION I**  
**APPLICATION TRANSMITTAL INSTRUCTIONS**

**IMPORTANT—PLEASE READ FIRST PRIOR TO SUBMISSION**

U.S. Department of Education  
**GRANTS.GOV SUBMISSION  
PROCEDURES AND TIPS FOR APPLICANTS**

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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).)]

Primary information about SAM is available at [www.sam.gov](http://www.sam.gov). However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at : <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

- 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, D.C. time on the deadline date.

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

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

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

## Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

**You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/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/support/general-support/faqs.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, 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.

3/2014

## **INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:**

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

### **Applications Sent by Mail**

You must mail the original and two copies of the application on or before the deadline date to:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA# 315C  
LBJ Basement Level 1  
400 Maryland Avenue, SW  
Washington, DC 20202-4260**

**(Optional)**—To help expedite our review of your application, we would appreciate your voluntarily including an additional three copies of your application.

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

- (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.

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

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

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

**Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U.S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the instructions for “Applications Delivered by Hand.”**

**Applications Delivered by Hand**

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date to:

**U.S. Department of Education  
Application Control Center  
Attention: CFDA# 315C  
550 12th Street, SW  
PCP Room 7039  
Washington, DC 20202-4260**

**(Optional)**—To help expedite our review of your application, we would appreciate your voluntarily including an additional three copies of your application.

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays. A person delivering an application must show identification to enter the building.

**11/12**

**SECTION J**  
**APPLICATION FORMS**

**PART I**  
**FEDERAL ASSISTANCE FACE PAGE (SF-424)**

**U.S. DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES  
REHABILITATION SERVICES ADMINISTRATION**

**INSTRUCTIONS FOR AN  
APPLICATION FOR FEDERAL ASSISTANCE**

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**(Nonconstruction Programs)**

The enclosed forms shall be used by all applicants for Federal Assistance under all Rehabilitation Services Administration programs. A separate application must be submitted for each grant sought. No grant may be awarded unless the completed application forms have been received. If an item does not appear to be relevant to the assistance requested, write "NA" for not applicable.

This application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. These parts are as follows:

- Part I** Federal Assistance Application Face Page (SF-424)
- Part II** Budget Information (ED 524)
- Part III** Program Narrative
- Part IV** Assurances, Certifications and Disclosures

Electronic submission requires that narratives and other files be attached to the following attachment forms as per the instruction in this document such as:

- One-page abstract must be attached to the "Department of Education Abstract Form"
- Program narratives must be attached to the "Program Narrative Attachment Form"
- Budget narratives must be attached to the "Budget Narrative Attachment Form"
- All vitas, table of contents, letters, certifications, supplementary statements, and other requested appendices must be attached to the "Other Attachment Form"

**NOTE:** Please do not attach any narratives, supporting files or application components to the Standard Form (SF-424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.

Each submitted application must include an index or table of contents and a one-page project abstract. Pages should be consecutively numbered.

According to the Paperwork Reduction Act of 1995, 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 1820-0018. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Under terms of the Paperwork Reduction Act of 1995, as amended, and the regulations implementing that Act, the Department of Education invites comment on the public reporting burden in this collection of information. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the:

U.S. Department of Education  
Information Management and Compliance Division  
Washington, DC 20202-4651

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

<input type="checkbox"/> Preapplication	<input type="checkbox"/> New	* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Application	<input type="checkbox"/> Continuation		*Other (Specify):
<input type="checkbox"/> Changed/Corrected Application	<input type="checkbox"/> Revision		_____

\* 3. Date Received:  4. Applicant Identifier: \_\_\_\_\_

5a. Federal Entity Identifier: \_\_\_\_\_ \*5b. Federal Award Identifier: \_\_\_\_\_

**State Use Only:**

6. Date Received by State: \_\_\_\_\_ 7. State Application Identifier: \_\_\_\_\_

**8. APPLICANT INFORMATION:**

\*a. Legal Name: \_\_\_\_\_

\*b. Employer/Taxpayer Identification Number (EIN/TIN): \_\_\_\_\_ \*c. Organizational DUNS: \_\_\_\_\_

**d. Address:**

\*Street 1: \_\_\_\_\_  
Street 2: \_\_\_\_\_  
\*City: \_\_\_\_\_  
County/Parish: \_\_\_\_\_  
\*State: \_\_\_\_\_  
Province: \_\_\_\_\_  
\*Country: \_\_\_\_\_  
\*Zip / Postal Code: \_\_\_\_\_

**e. Organizational Unit:**

Department Name: \_\_\_\_\_ Division Name: \_\_\_\_\_

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
\*Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_

Title: \_\_\_\_\_

Organizational Affiliation: \_\_\_\_\_

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

\*Telephone Number: [redacted] Fax Number:

\*Email: [redacted]

**9. Type of Applicant 1: Select Applicant Type:**

[redacted]

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

[redacted]

**11. Catalog of Federal Domestic Assistance Number:**

\_\_\_\_\_

CFDA Title:

\_\_\_\_\_

**\*12 Funding Opportunity Number:**

[redacted]

\*Title:

[redacted]

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

Attach supporting documents as specified in agency instructions.

**16. Congressional Districts Of:**

\*a. Applicant:

\*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date:

\*b. End Date:

**18. Estimated Funding (\$):**

*a. Federal	<input type="text"/>
*b. Applicant	<input type="text"/>
*c. State	<input type="text"/>
*d. Local	<input type="text"/>
*e. Other	<input type="text"/>
*f. Program Income	<input type="text"/>
*g. TOTAL	<input type="text"/>

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes       No

If "Yes", provide explanation and attach.

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

**APPLICATION FOR FEDERAL ASSISTANCE SF-424**

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title: [Redacted]

\*Telephone Number: [Redacted]

Fax Number:

\* Email: [Redacted]

\*Signature of Authorized Representative: Completed by Grants.gov upon submission

\*Date Signed: Completed by Grants.gov upon submission

## 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:
1.	<p><b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• <b>Pre-application</b></li> <li>• <b>Application</b></li> <li>• <b>Changed/Corrected Application</b>—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>
2.	<p><b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• <b>New</b>—An application that is being submitted to an agency for the first time.</li> <li>• <b>Continuation</b> - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• <b>Revision</b> - 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. “f “Ot”er” is selected, please specify in text box provided. <ul style="list-style-type: none"> <li>A. Increase Award</li> <li>B. Decrease Award</li> <li>C. Increase Duration</li> <li>D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>
3.	<p><b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.</p>
4.	<p><b>Applicant Identifier:</b> Enter the entity identifier assigned buy the Federal agency, if any, or the applicant’s control number if applicable.</p>
5.	<p><b>a. Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.</p> <p><b>B .Federal Award Identifier:</b> For new applications leave blank. 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.</p>
6.	<p><b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.</p>
7.	<p><b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.</p>

Item	Entry:																										
8.	<p><b>Applicant Information:</b> Enter the following in accordance with agency instructions:</p> <p><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>.</p> <p><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.</p> <p><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>.</p> <p><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).</p> <p><b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.</p> <p><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.</p>																										
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td data-bbox="196 911 852 940">A. State Government</td> <td data-bbox="863 848 1442 877">K. Indian/Native American Tribally Designated Organization</td> </tr> <tr> <td data-bbox="196 957 423 987">B. County Government</td> <td data-bbox="863 894 1195 924">L. Public/Indian Housing Authority</td> </tr> <tr> <td data-bbox="196 1003 516 1033">C. City or Township Government</td> <td data-bbox="863 940 987 970">M. Nonprofit</td> </tr> <tr> <td data-bbox="196 1050 500 1079">D. Special District Government</td> <td data-bbox="863 987 1260 1016">N. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="196 1096 443 1125">E. Regional Organization</td> <td data-bbox="863 1033 987 1062">O. Individual</td> </tr> <tr> <td data-bbox="196 1142 493 1171">F. U.S. Territory or Possession</td> <td data-bbox="863 1079 1390 1108">P. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="196 1188 496 1218">G. Independent School District</td> <td data-bbox="863 1125 1045 1155">Q. Small Business</td> </tr> <tr> <td data-bbox="196 1234 745 1264">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="863 1171 1156 1201">R. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="196 1281 732 1339">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="863 1218 1403 1247">S. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="196 1356 846 1415">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="863 1264 1409 1293">T. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td></td> <td data-bbox="863 1310 1425 1339">U. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td></td> <td data-bbox="863 1356 1032 1386">V. Non-US Entity</td> </tr> <tr> <td></td> <td data-bbox="863 1402 1042 1432">W. Other (specify)</td> </tr> </table>	A. State Government	K. Indian/Native American Tribally Designated Organization	B. County Government	L. Public/Indian Housing Authority	C. City or Township Government	M. Nonprofit	D. Special District Government	N. Private Institution of Higher Education	E. Regional Organization	O. Individual	F. U.S. Territory or Possession	P. For-Profit Organization (Other than Small Business)	G. Independent School District	Q. Small Business	H. Public/State Controlled Institution of Higher Education	R. Hispanic-serving Institution	I. Indian/Native American Tribal Government (Federally Recognized)	S. Historically Black Colleges and Universities (HBCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	T. Tribally Controlled Colleges and Universities (TCCUs)		U. Alaska Native and Native Hawaiian Serving Institutions		V. Non-US Entity		W. Other (specify)
A. State Government	K. Indian/Native American Tribally Designated Organization																										
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	U. Alaska Native and Native Hawaiian Serving Institutions																										
	V. Non-US Entity																										
	W. Other (specify)																										
10.	<p><b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.</p>																										
11.	<p><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.</p>																										
12.	<p><b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.</p>																										
13.	<p><b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.</p>																										
14.	<p><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.</p>																										

Item	Entry:
15.	<p><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.</p>
16.	<p><b>Congressional Districts Of:</b> 15a. (Required)  Enter the applicant’s congressional district. 15b. 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’s 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.</p>
17.	<p><b>Proposed Project Start and End Dates:</b> (Required)  Enter the proposed start date and end date of the project.</p>
18.	<p><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.</p>
19.	<p><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.</p>
20.	<p><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.</p>
21.	<p><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.)</p>

# SUPPLEMENTAL INFORMATION REQUIRED FOR THE DEPARTMENT OF EDUCATION

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## 1. Project Director:

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Name: \_\_\_\_\_ Prefix: \_\_\_\_\_  
\*First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
\*Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

### Address

\*Street1: \_\_\_\_\_  
Street2: \_\_\_\_\_  
\*City: \_\_\_\_\_ County: \_\_\_\_\_  
\*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_ \*Country: \_\_\_\_\_  
\*Phone Number (give area code): \_\_\_\_\_  
Fax Number (give area code): \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## 2. Applicant Experience:

---

Novice Applicant?: Yes  No  Not applicable to this program

## 3. Human Subjects Research:

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Are any research activities involving human subjects planned at any time during the proposed project Period?

Yes

No

Are ALL the research activities proposed designated to be exempt from the regulations?

Yes  Provide Exemption(s) #:

No  Provide Assurance #, if available:

Please attach an explanation narrative:

## INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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### 1. Project Director.

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

### 2. Novice Applicant.

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

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

### 3. Human Subjects Research.

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

#### If Not Human Subjects Research.

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

#### If Human Subjects Research.

Check “**Yes**” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution.

Check “**Yes**” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.”)

### 3a. If Human Subjects Research is Exempt from the Human Subjects Regulations.

Check “**Yes**” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of

the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information Form SF 424.”

### 3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.

Check “**No**” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information Form SF 424

### 3a. Human Subjects Assurance Number.

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

#### NOTE ABOUT INSTITUTIONAL REVIEW BOARD APPROVAL.

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

## PAPERWORK BURDEN STATEMENT

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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 1890-0017. 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, DC 20202-4700

If you have comments or concerns regarding the status of your individual submission of this form write directly to:

Joyce I. Mays  
Application Control Center  
U.S. Department of Education  
550 12th St. SW, Room PCP 7076  
Washington, DC 20202-4260

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# DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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(Attachment to Instructions for Supplemental Information for SF 424)

## DEFINITIONS

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

For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

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

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

## PROTECTION OF HUMAN SUBJECTS IN RESEARCH

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### I. DEFINITIONS AND EXEMPTIONS

#### A. Definitions.

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

#### —Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable*

*knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

#### —Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information."

*(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met.*

*(2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]*

#### B. Exemptions.

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

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or

the comparison among instructional techniques, curricula, or classroom management methods.

- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]
- (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- (4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d)

possible changes in methods or levels of payment for benefits or services under those programs.

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

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

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

### **A. Exempt Research Narrative.**

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### **B. Nonexempt Research Narrative.**

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

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

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

women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials:**

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

(3) **Recruitment and Informed Consent:**

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

(4) **Potential Risks:**

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

(5) **Protection Against Risk:**

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

(6) **Importance of the Knowledge to be Gained:**

Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):**

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

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from:

Grants Policy and Oversight Staff  
Office of the Chief Financial Officer  
U.S. Department of Education  
Washington, DC 20202-4250

Telephone: 202-245-6120

This is also available on the U.S. Department of Education's Protection of Human Subjects in Research [Web Site](#):

[www.ed.gov/about/offices/list/OCFO/humansub.html](http://www.ed.gov/about/offices/list/OCFO/humansub.html)

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

**PART II**  
**BUDGET INFORMATION (ED 524)**

## PART II: BUDGET INFORMATION (FORM 524)



**U.S. DEPARTMENT OF EDUCATION  
BUDGET INFORMATION  
NON-CONSTRUCTION PROGRAMS**

OMB Control Number: 1894-0008  
Expiration Date: 06/30/2017

Name of Institution/Organization: \_\_\_\_\_

Applicants requesting funding for only one year should complete the column under "Project Year"1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A—BUDGET SUMMARY  
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Stipends						
12. Total Costs (lines 9-11)						

\*Indirect Cost Information (To Be Completed by Your Business Office):

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? \_\_\_ Yes \_\_\_ No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_/\_\_\_/\_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_\_\_ (mm/dd/yyyy)

Approving Federal agency: \_\_\_ ED \_\_\_ Other (please specify): \_\_\_\_\_

(3) For Restricted Rate Programs (check one)—Are you using a restricted indirect cost rate that:

\_\_\_ Is included in your approved Indirect Cost Rate Agreement? or \_\_\_ Complies with 34 CFR 76.564(c)(2)?

ED 524

Name of Institution/Organization:	Applicants requesting funding for only one year should complete the column under "Project Year"1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.
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**SECTION B—BUDGET SUMMARY  
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (Lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (Lines 9-11)						

**SECTION C—BUDGET NARRATIVE**  
(see instructions)

# INSTRUCTIONS FOR ED FORM 524

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## GENERAL INSTRUCTIONS

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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. Please consult with your Business Office prior to submitting this form.

## SECTION A: BUDGET SUMMARY—U.S. DEPARTMENT OF EDUCATION FUNDS

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All applicants must complete Section A and provide a breakdown 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.
- (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 or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal 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**

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If you are required to provide or volunteer to provide 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**

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[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. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. 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" requirement ("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 Web site at:

[www.ed.gov/fund/grant/apply/appforms/appforms.html](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.

4. Provide other explanations or comments you deem necessary.

## **PAPERWORK BURDEN STATEMENT**

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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 **1890-0004**. 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, DC 20202-4651

If you have comments or concerns regarding the status of your individual submission of this form, write directly to:

(insert program office)  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

**PART III**  
**APPLICATION NARRATIVE**

## APPLICATION NARRATIVE

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This narrative section of the application requires applicants to address the selection criteria that will be used by reviewers in evaluating individual applications. Please refer to the “Selection Criteria for Applications” (Section H) in this package for this competition.

Applicants must be sure to address both absolute Final Priorities in the narrative.

Final Priority 1 establishes a new vocational rehabilitation (VR) training Institute for the preparation of personnel in the American Indian Vocational Rehabilitation Services (AIVRS) projects. The Institute will provide a structured program of training in VR to current AIVRS project personnel to improve the delivery of VR services to American Indians with disabilities (see the NFP in Section C of this application package).

Final Priority 2 requires a partnership between a four-year institution of higher education (IHE) and a two- year community college or tribal college in order to implement the VR training Institute required in Priority 1. Therefore, applicants will respond to Final Priority 2 by demonstrating in the narrative portion of their application that the Institute reflects a collaboration of knowledge, experience, skills, faculty, curriculum, resources, and technology between a four-year IHE and a two-year community college or tribal college in order to deliver a high quality structured program of training on foundational VR knowledge and skills in a culturally appropriate manner (see the NFP in Section C of this application package).

**The narrative may not exceed 45 pages.** Also, this competition has the following page limitations for the application narrative:

- (1) A “page” is 8.5” x 11” on one-side only with 1” margins at the top, bottom, and both sides.
- (2) You must double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- (3) Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- (4) Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

**PART IV**  
**ASSURANCES, CERTIFICATIONS, DISCLOSURES**

## ASSURANCES—NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 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 (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of 'PM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the *Rehabilitation Act of 1973*, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and *Rehabilitation Act of 1970* (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of

persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking

water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

# CERTIFICATION REGARDING LOBBYING

## CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS.

- (1) The undersigned certifies, to the best of his or her knowledge and belief, that No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person 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 the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other Federal appropriated funds have been paid or will be paid to any person 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 this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person 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 this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization	
Printed Name of Authorized Representative Printed Title of Authorized Representative	
Signature	Date

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing b. material change For material change only: Year:           quarter: Date of last report: _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, if Known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>10. b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	Signature: _____  Print Name: _____  Title: _____  Telephone No.: _____  Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form—LLL (Rev. 7-97)	

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

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

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

**SECTION K**  
**IMPORTANT NOTICES/INFORMATION**

## **NOTICE REGARDING SUBMISSION OF MATERIALS TO RSA**

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RSA requires grantees to submit any training materials developed for their projects 90 days prior to the end of the grant period of performance. More detail regarding instructions for the submission of training materials to a central repository will be made available upon award. As part of the submission process, grantees must prepare a 1-2 page description of each material that includes the following information:

- 1) Title of material.
- 2) Author(s) and contact information.
- 3) Intended audience.
- 4) Paragraph describing the purpose and goals of the material, what it is designed to do or address, and what people will know and be able to do as a result of using the material (as applicable).
- 5) Type of material (i.e. curricula, toolkit, training module, outreach, articulation agreement, memorandum of understanding, other. etc.).
- 6) Document file name.
- 7) Format of material (PowerPoint, MS Word document, Excel, Publisher, other, etc.).
- 8) Software version (i.e. MS Office 2000) and file size of the document (100 KB, 2MB, etc.)
- 9) Key words to assist in the search of the material.

## PAPERWORK BURDEN STATEMENT

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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 1890-0014.** The time required to complete this information collection is estimated to average five (5) 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 time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

## **NOTICE TO ALL APPLICANTS**

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

### **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program.

### **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

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

### **What Does This Provision Require?**

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

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

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

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

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

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

### **ESTIMATED BURDEN STATEMENT FOR GEPA REQUIREMENTS**

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

# **PROGRAM PERFORMANCE MEASURES UNDER THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)**

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## **WHAT IS GPRA?**

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

## **WHAT ARE THE GPRA MEASURES FOR THE VOCATIONAL REHABILITATION TRAINING INSTITUTE FOR THE PREPARATION OF PERSONNEL IN AMERICAN INDIAN VOCATIONAL REHABILITATION SERVICES PROJECTS**

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The Government Performance and Results Act of 1993 (GPRA) directs Federal departments and agencies to improve the effectiveness of programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals.

The Government Performance and Results Act of 1993 (GPRA) directs Federal departments and agencies to improve the effectiveness of programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals. The required annual report must include information on two measures: (a) Demonstrated progress towards the number of participants who successfully completed a structured program of training provided by the Institute and (b) Demonstrated progress towards the number of participants who, after obtaining a VR certificate, enrolled in an advanced degree program. The cooperative agreement and annual report will be reviewed by RSA and the grant recipient between the third and fourth quarter of each project period. Adjustments will be made to the project accordingly in order to ensure demonstrated progress towards meeting the goal and outcomes of the project.

Other information, as requested by RSA, may be required from grantees in order to verify substantial progress and successfully report the effectiveness of the program to Congress and key stakeholders. Grantees are strongly encouraged to seek technical guidance as needed from RSA staff to ensure that they are meeting the objectives, goals, targets, and projected outcomes specified in their approved application.

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

# INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

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## EXECUTIVE ORDER 12372 (INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS)

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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# [commenter must insert number—including suffix letter, if any], 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. (Eastern Time) on the closing date indicated in this notice.

**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.**

## PROGRAM APPLICATION INDIRECT COST INSTRUCTIONS

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The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs in projects funded by the Capacity Building Program for Traditionally Underserved Populations—Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects , CFDA 84.315C. Any grantee charging indirect costs to a grant from this program must use the indirect cost rate (**ICR**), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget or the State agency that provides the most subgrant funds to the grantee.

**Note:** Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR they are using in their budget.

If an applicant selected for funding under this program has not already established a current ICR with its cognizant agency as a result of current or previous funding, ED will require it to do so within 90 days after the date the grant was issued by ED. Applicants should be aware that ED is very often *not* the cognizant agency for its own grantees. Rather, ED accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

An applicant that has not previously established an indirect cost rate with the Federal government or a State agency under a Federal program and that is selected for funding will not be allowed to charge its grant for indirect costs until it has negotiated a current indirect cost rate agreement with its cognizant agency.

Applicants are encouraged to use their accountant (or CPA) to calculate an indirect cost rate using information in the IRS Form 990, audited financial statements, actual cost data or a *cost policy statement* that such applicants are urged to prepare (but NOT submit to ED) during the application process.

Applicants should use this proposed rate in their application materials and indicate which of the above methods was used to calculate the rate. Guidance for creating a cost policy statement can be obtained by sending an e-mail to [IndirectCostGroup@ed.gov](mailto:IndirectCostGroup@ed.gov).

Applicants with questions about using indirect cost rates under this program should contact the competition manager shown elsewhere in this application package.

# U.S. DEPARTMENT OF EDUCATION—

## REQUIRED DISCRETIONARY GRANT APPLICATION PACKAGE CONTENTS

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### A. Applications must include the following:

- Title page form—Application for Federal Assistance (SF-424) and U.S. Department of Education Supplemental Information for the SF-424 Form
- Application abstract
- Application narrative
  - Literature cited (as appropriate)
  - Curriculum vitae (as appropriate)
- Partnership Agreement
- Electronic Notification Option Language
- Optional Materials: The only optional materials that will be accepted are one-page resumes for those identified as key personnel, not to exceed a total of 5 pages. The resumes do not have any page specifications.
- Budget Information Form (ED-524)
- General Education Provisions Act (GEPA) section 427 statement
- Certifications and assurances:
  - Assurances—Non-Construction Programs (SF-424B)
  - Certification Regarding Lobbying
  - Disclosure of Lobbying Activities (SF-LLL), if applicable

### B. Application packages will provide respondents with:

- Burden statement
- Notice inviting applications (as published in the *Federal Register* or otherwise issued)
- Program statute (as appropriate)
- Selection criteria (75.209; 75.210/program regulations/combinations)
- Page limit guidance (if applicable)
- Evaluation language guidance
- Instructions for reimbursement of indirect costs (if applicable)
- Instructions for Executive Order 12372 (if applicable)
- Instructions for transmitting applications
- All required forms and accompanying instructions noted above under section A

## COMMON QUESTIONS AND ANSWERS

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### **Q. What happens to my application after it is received in the Department?**

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- A. The Department's Application Control Center receives each application, assigns each an identifying number (PR/Award number), confirms receipt of applications, and sends the applications to the appropriate program office, which screens them for eligibility. The program conducts a peer review of all eligible applications sent to a program competition, ranks them and recommends the highest ranked applications for funding with exceptions as provided by law. The responsible official for the applicable program reviews the program office's recommendations, checks the adequacy of the documentation supporting the recommendations, and approves a final list, or slate, of recommended projects and funding amounts. RSA program staff discusses the recommendations with the successful applicants and award the grants.

### **Q. What happens to my application if the Department finds it to be ineligible?**

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- A. The Department immediately returns an application that does not meet the eligibility criteria for the particular program. A letter from the Department explaining why it is not being reviewed in the competition accompanies the application.

### **Q. How does the Department review an application?**

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- A. Each application is assessed by knowledgeable persons from outside and sometimes inside the Department who are asked for their judgment about the quality and significance of the proposed project. These people represent a diversity of disciplines and institutional, regional, and cultural backgrounds. The advice of these experts is compiled by Departmental staff members who comment on matters of fact or on significant issues that would otherwise be missing from the review. The results are then presented to the official responsible for the program who approves the recommendations for funding.

### **Q. What criteria do the reviewers use when scoring an application?**

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- A. Reviewers score each application using the selection criteria published in the *Federal Register* as part of the program regulations, which are given in Section E of this application package. Reviewers are instructed to use only the published criteria.

### **Q. Is a recommended application guaranteed funding?**

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- A. No. Funding is not final until discussions have been successfully concluded and a grant award notification has been signed by the grants office and mailed to the applicant.

### **Q. How do the invitational, competitive and absolute priorities differ?**

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#### **A. Invitational Priority**

The Secretary may simply invite applicants to meet a priority. However, an application that addresses invitational priorities receives no competitive or absolute preference over applications that do not meet this priority.

**Competitive Priority**

If a program uses weighted selection criteria, the Secretary may award selection points to an application that meets the priority. These points are in addition to any points the application earns under the selection criteria. The notice states the maximum number of additional points that the Secretary may award to applications that meet the priority in a particularly effective way. Or the Secretary may simply select applications that meet the competitive priority over applications of comparable merit that do not meet the priority.

**Absolute Priority**

Under an absolute priority, the Secretary may select for funding only those applications that meet the priority.

**Q. Can changes in the size of subsequent year awards be made after the multi-year budget has been negotiated?**

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- A. Yes, a grantee can renegotiate his or her multi-year budget and may be awarded additional funds if sufficient justification is presented to the Secretary and funds are available. Also, funds can be decreased if it is determined that the multi-year budget was overestimated.

**Q. How will funding continuation decisions be made?**

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- A. Grantees will be required to complete annual performance reports that describe the projects' accomplishments, evaluations and finances. These performance reports, along with other information, will be used by the Department to decide whether to continue funding projects.

## DUNS NUMBER INSTRUCTIONS

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**Note:** Check with your fiscal office to see if your institution has an assigned DUNS before contacting Dun & Bradstreet

**D-U-N-S No.:** Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-234-3867** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

[http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1.800.234.3867**

**Note:** Electronic submission via Grants.gov must use DUNS number your organization used when it registered in the Central Contractor Registry.