

**FY 2022**

**Congressionally Funded Community Projects Program (Earmarks)  
Technical Assistance Pre-Application Webinar**



**Office of Postsecondary Education**

**Higher Education Programs**

**May 2022**

# AGENDA

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- ✓ Welcome
- ✓ Program Overview and Funding
- ✓ Eligibility
- ✓ Preparing an Application
- ✓ Submitting an Application
- ✓ Indirect Costs
- ✓ Reporting and Accountability
- ✓ What Comes Next
- ✓ Q&A



# PRESENTERS

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## Beatriz Ceja

Senior Director, Institutional Service, Office of Postsecondary Education,  
U.S. Department of Education

## Gaby Watts

Senior Director, Student Service, Office of Postsecondary Education,  
U.S. Department of Education



# INITIAL POLLING QUESTION

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**Have you ever applied for a grant through grants.gov?**

- A. More than once
- B. Once
- C. Never
- D. Don't know



# PROGRAM OVERVIEW

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- The Omnibus Appropriations Act of 2022 (Appropriations Act) identified your organization as a recipient of a congressionally directed grant.
- In order to be awarded funds under this program, Congressionally Funded Community Projects, you must complete an application using [Grants.gov](https://www.grants.gov).



# PROGRAM FUNDING

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- Fund for the Improvement of Postsecondary Education (FIPSE)
- The Omnibus Appropriations Act of 2022 (the Act) includes Congressionally directed spending (earmarks) entitled Congressionally Funded Community Projects. The Act identifies these earmarks with the dollar amounts and a brief explanatory statement about the project for which funds must be used. The funds for earmarks are broken down as follows: \$140 million for the Office of Elementary and Secondary Education, \$249 million for the Office of Postsecondary Education (OPE), and \$2.3 million for the Office of Special Education and Rehabilitative Services.



# ELIGIBILITY

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- The institution and/or organization must be identified as the award recipient on the list of Congressionally Directed Earmarks.
- The organization/institution must have an active Unique Entity Identifier (UEI) in SAM.gov.
  - If your organization is currently registered in SAM.gov and has an active or inactive registration, you have already been assigned an UEI.
  - If you have not registered in SAM.gov, use this link to register: [www.SAM.gov](http://www.SAM.gov).
- You will be awarded funds to be used solely for the purpose described in the Appropriations Act.



# DECLINING AN EARMARK GRANT

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- Organizations identified in an appropriations act as potential recipients of earmark grants may choose to decline the award. Typically, this occurs for one of three reasons:
  - Changes in the organization's priorities since the organization originally expressed interest in the grant;
  - The organization has a policy against acceptance of earmarked awards; or
  - The award is too small to enable the organization to accomplish its intended goal.
- There may be other reasons for declining an award. Whatever the reason, please notify the Department at [CongressionallyDirectedGrants-OPE@ed.gov](mailto:CongressionallyDirectedGrants-OPE@ed.gov) if your organization is no longer interested in applying for the earmark grant.



# FY 2022 AWARDS TIMEFRAME AT A GLANCE

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Application available: **May 16, 2022**

Application deadline: **June 30, 2022**

Estimated available funds: **\$249.4 million**

Estimated number of awards: **215**

All awards will be issued on or before August 31, 2022.

Awards are issued only after the application is reviewed and approved by the Department.

The earlier the application is submitted, the sooner the award will be issued.



# PREPARING AN APPLICATION

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# GRANTS.GOV REGISTRATION

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- If your organization is not already registered in Grants.gov, it will need to do so in order to complete the application package.
- To register, go to [Grants.gov](https://www.grants.gov) and click on “Register” in the top right corner.
  - Note: You will also need to register in LOGIN.gov in order to be able to securely access Grants.gov.
  - You can register at LOGIN.gov under “Create an Account.”



# APPLICATION PROCEDURES

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- Complete your application in [Grants.gov](https://grants.gov).
- The [Common Instructions](#) provide helpful information on how to successfully submit grant applications in Grants.gov.
- Your organization's application must be consistent with the Appropriations Act language specifying the purpose of your organization's grant, address each part of the application, and outline a level of allowable expenditures consistent with the amount in the Appropriations Act (i.e., the Federal share of the cost for the grant project may not exceed the amount available under the earmark).



# PLANNING YOUR APPLICATION

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- Identify goals for your proposed project and ensure that the goals are aligned to the purpose for which Congress directed funds.
  - All funds must align with the purpose of the congressionally directed grant and be in accordance with applicable Federal laws and regulations. Ensure that all costs are allowable (2CFR 200.403), allocable (2CFR 200.405), and reasonable (2CFR 200.404).
  - By law, the Department cannot award these grant funds for any purpose other than that stated in the Appropriations Act.
- State clear objectives and describe the activities your organization will carry out in order to meet the objectives and applicable requirements.
- Identify key personnel that will be responsible for submitting the application and implementing the funded project.
- Forecast and create an implementation and management plan that is realistic.
- Submit your application early.



# APPLICATION COMPONENTS

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- Application for Federal Assistance ([Form SF 424](#))
- [ED SF 424 Supplement](#)
- ED Budget Information Non-Construction Programs ([ED Form 524](#))
- Budget Narrative ([Budget Narrative Attachment Form](#))
- [ED Abstract Form](#)
- [Project Narrative Attachment Form](#)
- Copy of Indirect Cost Rate Agreement, as applicable
- [ED Grant Application Form for Project Objectives and Performance Measures Information](#) (optional)
- Disclosure of Lobbying Activities ([SF-LLL Form](#))
- Grants.Gov Lobbying Form ([Certification Regarding Lobbying](#))
- [General Education Provisions Act \(GEPA\) Requirement](#)

# REQUIRED DOCUMENTS: SF 424

- Provides background information about each grant applicant.
- Complete Form SF 424 first. [Grants.gov](https://www.grants.gov) will insert the correct Assistance Listing Number and program name automatically wherever needed on other forms.

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b>		<b>* 2. Type of Application:</b>
<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:
<b>State Use Only:</b>		
6. Date Received by State:	7. State Application Identifier:	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name:		
* b. Employer/Taxpayer Identification Number (EIN/TIN):		* c. Organizational DUNS:
<b>d. Address:</b>		
* Street1:		
Street2:		
* City:		
County/Parish:		
* State:		
Province:		
* Country:	USA: UNITED STATES	
* Zip / Postal Code:		



# REQUIRED DOCUMENTS: ED SF 424 SUPPLEMENT

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- Provides additional background information about each applicant for a grant and potential research activities involving human subjects.
- Summary of ED SF 424 Supplement
  - New Potential Grantee or Novice applicant
  - Qualified Opportunity Zones
  - Protection of Human Subjects in Research ([34 C.F.R Part 97](#)) (Human Subjects Research)



# BUDGET INFORMATION

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- Grant funds must be spent to carry out the goals and activities presented in your organization's application and consistent with the applicable requirements and the Appropriations Act specifying the purpose of your organization's grant.
  - For more information, see page 23 in application package.
- The Federal share of your organization's budget cannot exceed the amount appropriated (amount indicated in your confirmation email).
- [ED Form 524 - Section A Non-Construction Programs](#): Enter figures showing how much your organization plans to spend on each of the following line items:
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment
  - Supplies
  - Contractual
  - Construction
  - Other
  - Total Direct Costs
  - Indirect Costs (see Attachment A)
  - Training Stipends
  - Total Cost



# BUDGET INFORMATION

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- Form ED 524 - Section B Non-Federal Funds
  - Show how much in non-federal funds it has allocated for each line item. Note: Section B is **not** required unless your organization proposes to supplement the Federal award by contributing costs above the amount of Federal funds requested in its application.
- Form ED 524 - Section C Budget Narrative
  - The budget narrative fulfils the requirement of Form ED 524 - Section C Budget Narrative; attach as a single document.
  - Provide detailed “breakdown” of the budget and a description of how these costs relate to the proposed grant activities. Use the same budget categories listed on the ED 524 form Section A. If the grant will cover any salaries, indicate the percentage of each person’s time spent on the grant, the base annual salary, and the amount to be charged to the grant. Even if not included in the budget, also note the percentage of time that each key staff member will devote to the project.
  - Include: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Total Direct Costs, Indirect Costs, Training Stipends, Budget Costs.
  - Review allowable and unallowable expenses on pages 21-24.
  - Note pre-award costs 90 days before award are an allowable expenditure without prior approval (2 C.F.R. 200.308 (e)(1)).



# SUBGRANTS

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For more information, see page 24 in the application booklet.



# PROJECT ABSTRACT

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- A one-page summary that includes the name of your organization, the name of your organization's project, and a brief overview that directly addresses the Appropriations Act language authorizing this project and how your organization intends to carry out a project consistent with that language.
- Include the following information:
  - What your organization plans to accomplish with the grant funds;
  - How your organization plans to carry out its goals;
  - How your organization will determine progress and gauge overall impact that may further understanding of a particular educational policy or practice.



# PROJECT NARRATIVE

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- Table of Contents
- Application Narrative
  - Major part of your organization's application that describes in detail what your organization plans to accomplish.
  - Must address and be consistent with the Appropriations Act language specifying the purpose of your organization's grant.
- Include:
  - Project Design
  - Project Personnel
  - Management Plan



# PROJECT NARRATIVE: PROJECT DESIGN

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1. State the organization's goals and objectives and the outcomes to be achieved by the project.
2. Describe the activities the organization will implement to meet those goals and objectives.
3. Include a timeline for when the activities will be completed.
4. Describe how the organization will measure or determine the progress made towards achieving the stated objectives and gauge overall impact, including quantitative and qualitative data that will be collected that relate to the intended outcomes of the project.
5. Include clear performance measures for each objective.
6. State how the organization will use the data referenced above to engage in continuous improvement.



# PROJECT NARRATIVE: PROJECT PERSONNEL

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1. List the names of the people who will administer and be most involved in the organization's grant activities.
2. Describe the responsibilities assigned to each person involved with the project.
3. Include what percentage of each key person's work time will be devoted to grant activities. (*This information is mandatory in order to process an application.*)
4. Include brief resumes for each of the following staff people to describe the qualifications and relevant training and experience of the key project personnel:
  - The project director;
  - Other key personnel, including those working on fiscal accountability matters; and
  - Project consultants and contractors.
5. (*If any position is not yet filled, the applicant should provide a brief description of that position.*)



# PROJECT NARRATIVE: MANAGEMENT PLAN

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1. Describe the management plan that will enable the organization to achieve the goals and objectives of the proposed project on time and within the budget constraints, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
2. Describe the extent to which the time commitments of the key personnel listed above, including the project director, are appropriate and adequate to meet the objectives of the proposed project.



# OTHER ATTACHMENTS

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Copy of Indirect Cost Rate Agreement, as applicable

- If applicable, attach a copy of your organization's indirect cost rate agreement to the [Other Attachments Form](#) on [Grants.gov](#). Note: No documentation is required to justify the 10% de minimis indirect cost rate.



# ASSURANCES AND CERTIFICATIONS

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Applicants must include certain forms and statements in their applications indicating that they will comply with Federal laws and regulations, including the following:

1. Disclosure of Lobbying Activities ([SF-LLL Form](#)), as applicable  
Form SF-LLL should be submitted if your organization pays an individual or another organization to lobby for you. Instructions on the form define “lobbying.” Note: Grant funds cannot be used to pay for lobbying activities.
2. Grants.Gov Lobbying Form ([ED 80-013 Form](#))  
You must sign, date, and return this form with your organization’s application. By doing so your organization is certifying that it will not spend Federal grant money for lobbying.
3. General Education Provisions Act (GEPA) Requirements – Section 427



# SUBMITTING AN APPLICATION

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# FIND THE APPLICATION IN GRANTS.GOV

GRANTS.GOV > Applicants > How to Apply for Grants

## HOW TO APPLY FOR GRANTS

### GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

### APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



### How to Apply for Grants: Getting Started



#### Learn

Go to the Grants Learning Center for an overview of grants.



#### Check

Make sure you are eligible before applying.



#### Search

Find federal grants that align with your work.



#### Register

Sign up with Grants.gov to apply using Workspace.



#### Apply

Complete and submit your application using Workspace.



#### Track

Enter your Grants.gov tracking number(s) for submission status.

### Save Time & Apply Using Workspace

[Click Here to Learn More](#)



### Search for Opportunity Package

If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package:

[Search for Opportunity Package »](#)



# FIND THE APPLICATION IN GRANTS.GOV

The screenshot shows a web browser window with the URL <https://www.grants.gov/web/grants/applicants/search-opportunity-package.html>. The browser's address bar and tabs are visible at the top. The website's navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (which is highlighted), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation, a breadcrumb trail reads: GRANTS.GOV > Applicants > Search for Opportunity Package.

## SEARCH FOR OPPORTUNITY PACKAGE

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Track My Application

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



### Search for Opportunity Package

To search for an opportunity package, enter the **Funding Opportunity Number** or **Opportunity Package ID** and click the **Search** button. If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Search Grants](#) section to locate the grant opportunity.

Please enter criteria and click Search:

Funding Opportunity Number:

Opportunity Package ID:

**Search**

NEED HELP?



The screenshot also shows the Windows taskbar at the bottom with various application icons, a search bar, and system tray information including the date (5/20/2022) and time (9:27 AM).

# FIND THE APPLICATION IN GRANTS.GOV

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "VIEW OPPORTUNITY" and displays the following information:

- Logo of the Department of Education
- Grant ID: ED-GRANTS-051622-001
- Title: Application for Congressionally Directed Awards
- Organization: Department of Education
- Buttons: Apply, Subscribe
- Navigation tabs: SYNOPSIS, VERSION HISTORY, RELATED DOCUMENTS, PACKAGE (selected)
- Section: Select Grant Opportunity Package
- Warning box: PLEASE READ BEFORE APPLYING! If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. Click for more information on Adobe Reader Compatibility.
- Section: Opportunity Package(s) Currently Available for this Funding Opportunity:
- Table with columns: CFDA, Competition ID, Competition Title, Opportunity Package ID, Opening Date, Closing Date, Actions

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
84.116	84-116Z2022-1	Application for Congressionally Directed Awards 84-116Z	PKG00274309	05/16/2022	06/30/2022	Preview   Apply

At the bottom of the screenshot, the Windows taskbar is visible, showing the search bar, taskbar icons, system tray with weather (71°F), time (9:30 AM), and date (5/20/2022).



# GRANTS.GOV TECHNICAL SUPPORT

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- Grants.gov Customer Support:
  - Phone: 1-800-518-4726
  - Email: [support@grants.gov](mailto:support@grants.gov)
  - Self-Service Knowledge Base web portal: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>
- You must obtain a Grants.gov Help Desk Case Number and keep track of your progress to resolve the issue.
- Additional submission instructions are found in the application package.



# GRANTS.GOV RESOURCES

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- **Workspace** is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- **Grant application process:** <https://www.grants.gov/web/grants/applicants/applicant-training.html>
- **Grants.gov video series:** <https://www.grants.gov/web/grants/applicants/applicant-training.html>
- Latest blog posts about Workspace at Blog.Grants.gov:  
<https://grantsgovprod.wordpress.com/tag/grants-gov-workspace/>



# INDIRECT COSTS

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# INDIRECT COSTS

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## Applicable Indirect Cost Rate Type

Unrestricted indirect cost rate

Indirect rate on 990

Lower indirect cost rate

Negotiated rate agreement enclosed

10% de minimis rate

Training rate of 8%

## Cognizant Agencies for Indirect Cost Institutions of Higher Education

Department of Health and Human Services (DHHS)

(<https://rates.psc.gov/>)

or

Office of Naval Research (ONR)

(<https://www.onr.navy.mil/en/work-with-us/manage-your-award/manage-grant-award>)

## Regulation

Uniform Guidance

- 2 CFR 200 Subpart E

## Departmental Regulations

Education Department General Administrative Regulations

- 34CFR 75.560 - 75.580
- 34 CFR 76.560 - 76.580

## Guidance

Uniform Guidance Frequently Asked Questions updated

([https://www.cfo.gov/assets/files/2CRFFrequentlyAskedQuestions\\_2021050321.pdf](https://www.cfo.gov/assets/files/2CRFFrequentlyAskedQuestions_2021050321.pdf))

# REPORTING AND ACCOUNTABILITY

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# GRANTEE RESPONSIBILITIES

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- Your organization must submit a final report to the Department 120 days after the end of its grant.
- Grantees implementing earmark projects must submit annual progress reports, due on a date that will be specified in your organization's grant award document.
- If a performance report or other sources of information, including program monitoring, shows problems with the grant, the grant award may be amended to include special conditions or other administrative and enforcement. The assigned Department program officer will send the grant recipient projects a reminder when reports are due.
- For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.



# WHAT COMES NEXT

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# APPLICATION REVIEW

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U.S. Department of Education (Department) staff will review applications on a rolling basis to confirm that applications align with the Appropriations Act complete and adhere to the guidelines provided in the application package.

- The Department will contact your organization before we award your grant funds or if your organization needs to answer any questions or revise any portions of the application.

When the award is obligated, the Department will email you a link to access an electronic version of your Grant Award Notification (GAN) and information about how to set up the electronic account for drawing down funds, if necessary.

After the Department awards the grant, we will be in contact with grantees to conduct a post-award call to begin building a constructive relationship between your organization and the Department, learn of any concerns that you or your organization may have, and identify any assistance that your organization might need.



# REQUIREMENTS

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- **Administrative Requirements:** Grantees must comply with the Appropriations Act, specific terms and conditions of the grant which include all applicable federal grant requirements (Uniform Guidance, EDGAR, etc.), and its approved application.
- **Fiscal Requirements:** Grantees must “use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds.”
- **Accounting and Grant Records Requirements:** Grantees must keep and maintain records regarding use of grant funds, compliance with program requirements, and records demonstrating the effectiveness of the grant in meeting its objectives. The financial to program records must show the amount and source of all funds used to run the grant. These records are used to demonstrate to staff and independent auditors that all funds have been used for allowable costs.



# ACCOUNTABILITY

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- **Internal Controls:** Grantee organizations must have management systems that enable the grantee to maintain the effective administration of internal control and fund accountability procedures.
- **Special Conditions and “High-Risk” Designations:** a grant award may contain specific conditions if an applicant’s performance or use of funds under a previous award under any Department program was not satisfactory or if other issues or concerns exist that need special attention. Specific conditions may also be applied if an applicant failed to submit a performance report or its submission of a performance report was of unacceptable quality under any Department program. Additionally, your organization may be designated a “high-risk” grantee at any time during the grant period under 2 C.F.R. 3474.10.
- **Data Quality:** To ensure successful implementation and positive outcomes as a result of the project, grantees should use the information described in the narrative to monitor progress of the funded project and provide accountability information about success at the initial site and, if appropriate, effective strategies for replication in other settings.



# MONITORING AND AUDITING

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- After the Department issues a grant award, your organization should expect to be contacted on a regular basis by Department program staff or other Department representatives, and the Department may conduct an on-site visit to your organization's project. Your organization must maintain adequate documentation and records to demonstrate that the project is operating in a manner that is fully consistent with all applicable laws. The Department's Office of Inspector General (OIG) may also audit the project, and your organization must ensure that it fully cooperates with the OIG and other auditors.
- If your organization is a governmental or not-for-profit organization that expends \$750,000 in federal funds in your organization's fiscal year, whether from this grant alone or in conjunction with other federal funds, you are subject to the audit requirements of [2 C.F.R. § 200.501](#), and must arrange for an organization-wide audit that meets certain requirements and be conducted by an independent auditor; this audit is known as a "single audit."
- In the absence of specific legislative authorizing language, you may not make subgrants to other entities (subrecipients). Subrecipients that are governmental or not-for-profit entities are subject to the requirements of [Subpart F of 2 C.F.R. Part 200](#) if they expend \$750,000 of Federal funds whether from your organization's subgrant alone, or in conjunction with other federal funds. Your organization may enter into contracts with outside vendors to provide services related to your organization's grant; however, your organization must be sure to retain responsibility for making all substantive decisions with respect to implementation of its grant. Expenditures related to vendors must be covered in your organization's single audit.



# REMINDERS

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- Make sure you are properly registered in the **Grants.gov** system (<https://www.grants.gov>), your AOR profile is current, and you are applying to the correct Grant Funding Opportunity Number.
- Ensure that your IHE's **UEI number** is up-to-date and active in SAM ( <https://www.sam.gov/SAM/>).
- **Submit your grant application EARLY!**



# Q&A

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# CONTACT INFORMATION

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CongressionallyDirectedGrants-OPE@ed.gov

