

# **Building State Capacity for Preventing Youth Substance Use and Violence Program Grant Competition**

**(CFDA #84.184W)**

**Information and Application Procedures for Fiscal Year 2010**

OMB No. 1894-0006    Expiration Date: 9/30/2011

**Application Deadline: June 7, 2010**

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**Frequently Asked Questions**  
**[Pages 25-33]**

**U.S. Department of Education**  
**Office of Safe and Drug-Free Schools**



## UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Assistant Deputy Secretary

April 23, 2010

Dear Colleague:

Thank you for your interest in applying for the Building State Capacity for Preventing Youth Substance Use and Violence Program (CFDA 84.184W) funded by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

Helping schools to create safe, disciplined, and drug-free learning environments that promote academic achievement continues to be a priority. We are committed to supporting States, schools, and communities efforts to foster a safe learning environment that promotes success for our nation's youth.

Under this new program, we will provide Federal financial assistance to eligible State educational agencies (SEAs) to build and sustain capacity to prevent youth substance use and violence and support collaboration between SEAs and other State agencies that are involved in efforts to prevent these problems. Funds must be used to enhance the capacity of State agencies to support local educational agencies (LEAs) in their efforts to create and sustain a safe and drug-free school environment.

This application package contains the instructions and forms needed to apply for the fiscal year 2010 Building State Capacity for Preventing Youth Substance Use and Violence Program. Please be sure your application complies with all of the requirements for this competition.

We look forward to receiving your application.

Sincerely,

/s/

Kevin Jennings

*Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.*

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# **Building State Capacity for Preventing Youth Substance Use and Violence Grant Fast Facts:**

**Eligible Applicants:** State educational agencies (SEAs)

**Purpose:** The purpose of the Building State Capacity for Preventing Youth Substance Use and Violence program is to provide competitive grants to State educational agencies (SEAs) to build and sustain capacity to prevent youth substance use and violence and support collaboration between SEAs and other State agencies that are involved in efforts to prevent these problems. Funds must be used to enhance the capacity of State agencies to support local educational agencies (LEAs) in their efforts to create and sustain a safe and drug-free school environment.

**Application Deadline Date:** June 7, 2010

**Application Submission:** Applications for grants under this grant competition may be submitted electronically via e-Application or in hard copy.

**Project Period:** Up to 12 months

**Estimated Available Funds:** \$8,000,000

**Estimated Range of Awards:** \$125,000 - \$250,000

**Estimated Average Size of Awards:** \$125,000 for a State with fewer than 1,400,000 students enrolled; \$185,000 for a State with at least 1,400,000 but fewer than 2,000,000 students enrolled; and \$250,000 for a State with at least 2,000,000 students enrolled. Award ranges are based on 2007-2008 school year enrollment data submitted by SEAs through the National Center for Education Statistics (NCES).

**Estimated Number of Awards:** 45

## **Contact Information:**

Competition Manager: Christine F. Pinckney  
Email address: [Christine.Pinckney@ed.gov](mailto:Christine.Pinckney@ed.gov)  
Telephone: (202) 245-7894  
Fax: (202) 245-7166

# **I. Application Submission Procedures**

## **Application Transmittal Instructions**

Applications for grants under this grant competition may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants system, or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically, you must use the site listed below. Note: You may not submit your application by e-mail or facsimile.

**ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the *Federal Register* notice announcing the grant competition.**

The competition deadline for the Building State Capacity for Preventing Youth Substance Use and Violence grant program is June 7, 2010. If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

### **Applications Submitted Electronically**

If you choose to submit your application to us electronically, you must submit your grant application using the Department of Education's e-Application system (<http://e-grants.ed.gov>) by 4:30:00 p.m. (Washington, D.C. time) on the application deadline date.

For more information on using e-Application, please refer to the Notice Inviting Applications that was published in the *Federal Register* (see Section III), the e-Application Submission Procedures and Tips document found in this application package instructions, and/or visit <http://e-grants.ed.gov>.

You may access the electronic application for this competition at the following Web site: <http://www.ed.gov/fund/grant/apply/grantapps/index.html>

### **Applications Sent by Mail**

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of the application on or before the deadline date to the address below. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3<sup>rd</sup> copy of your application.

*Please mail copies to:*

U.S. Department of Education  
Application Control Center  
Attention: CFDA # 84.184W  
LBJ Basement Level 1  
400 Maryland Avenue, SW  
Washington, DC 20202 – 4260

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 Service.

Note: 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.

### **Applications Delivered by Commercial Carrier**

**Special Note:** Due to 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; or U. S. Postal Service Express Mail) 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 mailing instructions under the appropriate delivery method.

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3<sup>rd</sup> copy of your application. Applications that are delivered by commercial carrier, such as Federal Express or United Parcel Service should be mailed to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA #84.184W  
LBJ Basement Level 1  
400 Maryland Avenue, SW  
Washington, DC 20202-4260

### **Applications Delivered by Hand**

You or your courier must hand deliver the original and two copies of the application by 4:30:00 p.m. (Washington, DC time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3<sup>rd</sup> copy of your application.

Please hand deliver copies to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA #84.184W  
550 12<sup>th</sup> Street, SW  
Potomac Center Plaza – Room 7041  
Washington, DC 20202-4260

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30:00 p.m. (Washington, DC time), except Saturdays, Sundays, and federal holidays.

## e-Application Submission Procedures and Tips for Applicants



### IMPORTANT – PLEASE READ FIRST

e-Application Web site: <http://e-grants.ed.gov>

To facilitate your use of e-Application, this document includes important application preparation and 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. Please read and follow these step-by-step directions to create and submit your application.

#### ATTENTION: MICROSOFT VISTA and WORD 2007 USERS

You must submit your application in a .DOC (document), .RTF (rich text), .PDF (Portable Document) format in order for your application to submit successfully to the Department. If you submit your application in any other format, we will not be able to access your document. Also note if you are using Microsoft Word from the Vista Operating System, you will need to convert your document from a .DOCX to a .DOC file before you can submit.

#### PLEASE NOTE –

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930.

The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The *Federal Register* notice of each program will indicate whether the program is accepting e-Application as part of the Department's e-Application program. Here is a link to the Department's *Federal Register* notices:

<http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department of Education's grant programs can be found at <http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page (<http://e-grants.ed.gov/>) click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, and Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - **Add Application Package to your Start Page**. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - **Begin the Application**. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - **Fill out Forms**. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - **Upload File(s) for Narrative Responses**. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - **Verify Information/Print Application**. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a

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

**Step 8 - Submit your Application.** Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for applications]. e-Application will not accept your application if you try to submit it after 4:30:00 p.m. on the deadline date.

**Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), sign and fax it to the Competition Manager within 3 business days of submitting your e-Application to (202) 245-7166.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

## Other Submission Tips

- 1) **SUBMIT EARLY - We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.
- 2) 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.)

- 3) 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.)

## **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Department of Education approved file types detailed in the *Federal Register* application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password-protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters included in the file names) could result in difficulties opening and processing a submitted application.
3. 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. Please note that each file attachment in e-Application has a file size limitation, which is anywhere from 2 to 8 MB, and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

## **II. Program Background Information**

### **General Information**

#### **Overview**

We will award grants under this competition to State educational agencies (SEAs) to build capacity to prevent youth substance use and violence and support collaboration between the SEA and other State agencies that are involved in efforts to prevent these problems. Funds must be used to enhance the capacity of State agencies to support local educational agencies (LEAs) in their prevention efforts to create and sustain a safe and drug-free school environment.

#### **Eligibility**

This competition limits eligibility to SEAs.

#### **Authority**

This competition is authorized under Title IV, Section 4121 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended.

#### **Applicable Regulations**

This competition is authorized under CFR Parts 75, 77, 79, 80, 81, 82, 84, 85, 97, 98 of the Education Department General Administrative Regulations (EDGAR), and 34 CFR Part 299.

#### **Official Documents Notice**

The official document governing this competition is the Notice Inviting Applications. This notice is available electronically at the following Web sites: [www.ed.gov/legislation/FedRegister](http://www.ed.gov/legislation/FedRegister) and [www.gpoaccess.gov/nara](http://www.gpoaccess.gov/nara).

#### **Application Due Date**

All applications must be postmarked on or before June 7, 2010, to be eligible for review. The U.S. Department of Education's Application Control Center must receive applications delivered by hand no later than 4:30:00 p.m. (Washington, DC time) on June 7, 2010. Applications may also be submitted electronically through the Department's e-Grants Web site at <http://e-grants.ed.gov> by no later than 4:30:00 p.m. (Washington, DC time) on June 7, 2010.

**Applications may not be submitted by e-mail or facsimile.**

## Grant Awards and Project Period

The project period for this grant is 12 months. Budgets should be developed for a single 12-month period. Applicants should list their entire budget request in one column on ED Form 524. The projected project and budget periods for these grants are August 27, 2010 to August 26, 2011. However, awards may be made as late as September 30, 2010.

## Estimated Range of Awards

We estimate awards will range from \$125,000 to \$250,000. These estimates are based on the following ranges: \$125,000 for a State with fewer than 1,400,000 students enrolled; \$185,000 for a State with at least 1,400,000 but fewer than 2,000,000 students enrolled; and \$250,000 for a State with at least 2,000,000 students enrolled. Award ranges are based on 2007-2008 school year enrollment data submitted by SEAs through the National Center for Education Statistics (NCES).

Applicants are encouraged to consider the suggested project amounts below as well as the activities outlined in their applications in developing their budget request. To support applicants in planning their proposed budgets, the Department has developed the following list, which contains a nonbinding budget maximum for each State.

<b>Group 1</b>	<b>\$125,000</b>	Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Dakota, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, Puerto Rico. Outlying Areas: American Samoa, Commonwealth Northern Marianas Islands (CNMI), Guam, Virgin Islands.
<b>Group 2</b>	<b>\$185,000</b>	Georgia, Michigan, North Carolina, Ohio, Pennsylvania.
<b>Group 3</b>	<b>\$250,000</b>	California, Florida, Illinois, New York, Texas.

These figures are only estimates and do not bind the Department of Education to a specific number of grants or an amount of any grant.

## **Budget**

Applicants requesting funds must submit the ED Form 524 and a detailed budget narrative for the 12-month budget period. Specifically, the budget should clearly indicate the total funds needed to support the proposed project for the 12-month budget period.

## **E-mail Addresses**

As part of our review of your application, we may need to contact you with questions for clarification. Please be sure your application contains valid e-mail addresses for the project director and authorized representative or another party designated to answer questions in the event the project director and authorized representative are unavailable.

## **Project Director Time Commitment**

Applicants are requested to provide the percent of the Project Director's time that will be dedicated to the grant project, if funded. For example, if the Project Director works 40 hours per week and spends 20 hours per week on grant activities, then the time commitment for the Project Director would be 50%. We suggest that applicants include this information in the budget narrative section of the application.

## **Grantee Expectations**

Administrative Oversight: At a minimum, grantees are expected to maintain administrative direction and control over grants funds.

Reporting: At the end of the project period, grantees must submit a final performance report, including financial information. Part of the performance report must include the sustainability plan described in the absolute priority of this application (refer to pages 20-21). 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).

Participation in Grantee Meetings: Participation in grantee meetings is expected and all applicants should budget (unless otherwise stated) for attendance at the following meetings during the project period:

### **Required Meeting #1: New Grantee Meeting**

This one day training will provide participants with key information to manage and implement a discretionary grant awarded by ED. This meeting is usually held within the first six months of the grant. For planning purposes, applicants should include funds for transportation, lodging for two nights, and per diem costs. There are no meeting or conference registration fees. The meeting for the new grantees will usually be held in Washington, DC. Required Participant(s): Project Director.

## **Required Meeting #2: Grantee-Specific Regional Technical Assistance Meeting**

The four two-day grantee specific technical assistance meetings will provide participants with pertinent information to ensure the effective implementation of a new discretionary grant. This meeting will be held in four regions around the country. Information concerning locations and States assigned to each region will be announced later. Applicants will select one regional technical assistance meeting to attend. The U.S. Department of Education (OSDFS) will cover all associated costs, including transportation, hotel, and per diem for applicants to attend the regional technical assistance meeting only. There are no meeting or conference registration fees. Required Participant(s): Project Director.

## **Applicant Technical Assistance Webinar**

Two technical assistance webinars will be held in May/June 2010 (exact dates to be determined) for applicants. The webinars are designed to provide prospective applicants information concerning eligibility, application requirements, and the review process. The webinar sessions will include an overview of this program, basic grant application information, helpful tips, and frequently asked questions. Information about upcoming technical assistance webinars can be found on our website at <http://www2.ed.gov/about/offices/list/osdfs/news.html>.

## **Review of Applications and Notification of Award**

The review of applications and notification of award for this grant competition requires approximately 12 to 14 weeks. We expect to notify successful applicants in late August. Unsuccessful applicants will be notified within 60 days of the award start date.

## **Resources**

Any questions related to the requirements of this grant competition should be directed to the Competition Manager for this competition, Christine F. Pinckney, of the Office of Safe and Drug-Free Schools (OSDFS) at 202-245-7894 or Christine.Pinckney@ed.gov.

## **Estimated Public Reporting Burden**

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 the information collection is OMB No. 1894-0006. The time required to complete the information collection is estimated to average 28 hours per response, including the time to review the instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate 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: U.S. Department of Education, Office of Safe and Drug-Free Schools, 500 12<sup>th</sup> Street, SW, 10<sup>th</sup> Floor, Washington, DC 20202-6450.

## **Government Performance and Results Act (GPRA)**

The Government Performance and Results Act of 1993 (GPRA) 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 state clearly what it intends to accomplish, identify the resources required, and periodically report its progress to the U.S. Congress. GPRA is intended to contribute to improvements in accountability for the expenditures of public funds; enhance 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.

As required by GPRA, the Department of Education (ED) has developed a strategic plan that reflects organizational and integrates those with our mission and program authorities. We have also developed GPRA measures for the individual programs we administer, including Building State Capacity for Preventing Youth Substance Use and Violence. The GPRA performance measure for this program is:

- The percentage of grantees that submit a high-quality plan to create and sustain an effective infrastructure to support the implementation of effective drug and violence prevention activities. A high-quality plan must include, at a minimum, the four key elements described in the absolute priority of this application.

This measure constitutes the Department's indicator of success for this program. Consequently, applicants should give careful consideration to this outcome in conceptualizing the design, implementation, and evaluation of their proposed project.

## **Participation by Private School Children and Teachers**

Section 9501 of the ESEA, requires that SEAs, LEAs, or other entities receiving funds under the Safe and Drug-Free Schools and Communities Act provide for the equitable participation of private school children, their teachers, and other educational personnel in private schools located in areas served by the grant recipient.

In order to ensure that grant program activities address the needs of private school children, the applicant must engage in timely and meaningful consultation with private school officials during the design and development of the program. This consultation must take place before any decision is made that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in grant program activities.

## **General Education Provisions Act (GEPA) statement**

Section 427 of GEPA requires each applicant for funding to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, federally assisted programs for students, teachers, and other program beneficiaries with special needs. Applicants must include information in their applications to address this provision. See pages 50-51 for additional information.

## Tips for Preparing and Submitting an Application

### 1. Beginning the Application Process

- Read this application package carefully and make sure you follow all of the instructions.
- Ensure that you are an eligible applicant for this competition (see p. 12)
- Use the tools we have provided to help you, including:
  - ✓ Frequently Asked Questions section in this application package.
  - ✓ General grant application technical assistance resources on our Web site at [www.ed.gov/admins/grants/apply/techassist/index.html](http://www.ed.gov/admins/grants/apply/techassist/index.html).
- If you do not understand an instruction or requirement, contact Christine F. Pinckney of the Office of Safe and Drug-Free Schools at 202-245-7894 or [Christine.Pinckney@ed.gov](mailto:Christine.Pinckney@ed.gov) for information about this grant competition.

### 2. Preparing Your Application

- Organize your narrative according to the selection criteria headings.
- Be thorough in your responses. Write so that someone who knows nothing about your community and the proposed activities, curricula, programs, and services can understand what you are proposing and why.
- Make sure your detailed budget provides sufficient itemization about planned expenditures so ED staff can easily determine how amounts were calculated.
- Link your planned expenditures to the proposed activities, curricula, programs, and services. Do not request funds for miscellaneous purposes. Make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

### 3. Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before submitting it.
- Make sure all required forms are included and signed by the authorized representative of your organization.
- Transmit your application by the deadline date and time. If you submit your application electronically, you must use e-Application accessible through the Department's e-Grants portal page at <http://e-grants.ed.gov>. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, obtain and maintain the receipt.

### 4. What Happens Next?

- If you submit your application by mail, you should receive a postcard in approximately 2 weeks (depending on the volume of applications that we receive) from ED's Application Control Center (ACC) acknowledging receipt of your application and giving you its assigned PR/Award number. If you do not receive this notification within 15 business days from the application deadline date, contact ED's ACC at (202) 245-6288 or via email at [application.center@ed.gov](mailto:application.center@ed.gov) for information. If the application is submitted electronically, the PR/Award number will be generated automatically upon submission.

Please refer to this PR/Award number if there is a need to contact ED about the application.

- Office of Safe and Drug-Free Schools (OSDFS) staff members will screen each application to ensure that all program eligibility requirements are met, requisite signatures are included, and that all required forms are included.
- After eligibility is confirmed, we assign applications to a three-person panel of peer reviewers who will evaluate and score proposals according to the selection criteria in this package. Applications will receive a score from 0 to 100 depending upon how well the application responds to the requirements of the selection criteria.
- A Grant Award Notification will be sent to applicants whose proposals rank high enough to be awarded a grant. Both successful and unsuccessful applicants will receive peer reviewers' comments approximately 8 to 12 weeks after notification. Unsuccessful applicants will also receive a notification letter. Please be sure your application contains a valid mailing address for both the Project Director and the Authorized Representative so that reviewers' comments can be delivered successfully.

## **Background and Introduction**

The Department of Education has administered the Safe and Drug-Free Schools and Communities (SDFSC) State and Local Grants Program, and its precursor, the Drug-Free Schools and Communities State Grants Program for more than two decades. The program has been an integral part of the Federal Government's effort to encourage safe and drug-free learning environments that support student academic achievement. We have made formula grant awards under the program to State educational agencies and to support Governor's programs in each of the States, as well as to the outlying territories, since fiscal year (FY) 1987. States use funds awarded under the program to make subgrants to local educational agencies and to community-based organizations to support programs and activities designed to prevent youth drug use and violence among children and youth. States also use program funds to implement a variety of activities designed to improve the quality and effectiveness of the prevention efforts of local school districts and communities by providing training, technical assistance, and other assistance.

On December 16, 2009, the President signed into law H.R. 3288, the 2010 Consolidated Appropriations Act, Division D, which provides FY 2010 funding for the Department of Education (ED). Several programs currently administered by the Office of Safe and Drug-Free Schools, including the SDFSC State and Local Grants Program, were not funded under H.R. 3288. The Administration's FY 2011 budget requests funding for a broad new initiative designed to improve school climate, including preventing drug use and violence. Under that proposal, funds would be available to States on a competitive basis.

We are committed to supporting States, schools, and communities efforts to foster a safe learning environment that promotes success for our nation's youth. As we prepare to transition to this new paradigm, we have developed this initiative to help State educational agencies (SEAs) maintain a State prevention infrastructure, plan strategically for the anticipated change, and build capacity to assist school districts and communities in responding to this change. We believe that States can use these resources to help schools and communities build or expand existing prevention coalitions, seek other sources of support, and enhance LEAs prevention strategies to ensure a positive school environment. Funds made available under this program will also be used to build or strengthen existing partnerships across the range of State agencies that are involved with preventing drug use and violence among children and youth.

Helping schools to create safe, disciplined, and drug-free learning environments that promote academic achievement continues to be a priority. We recognize that maintaining and sustaining a positive learning environment is critical to ensuring that all children feel safe and achieve academically and that this new approach will present challenges at both the State and local levels. We are confident that funds provided under this initiative will assist States in their efforts to work with their communities to meet these challenges.

## Definitions

For the purpose of this competition, the terms used in this application have the following meaning:

- The term State Educational Agency (SEA) means the agency primarily responsible for the State supervision of public elementary schools and secondary schools.
- The term State means each of the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and each of the outlying areas.
- The term Local Educational Agency (LEA) means a public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools. Additional information can be found in EDGAR Part 77.
- The term outlying area means the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, and for the purpose of section 1121(b) and any other discretionary grant program under this Act, includes the freely associated states of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau until an agreement for the extension of United States education assistance under the Compact of Free Association for each of the freely associated states becomes effective after the date of enactment of the No Child Left Behind Act of 2001.

## Priority, Application Requirements, and Additional Requirements

### Absolute Priority

We are establishing this priority for FY 2010 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, in accordance with section 437(d)(1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1). Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is: Grants to build SEA capacity to prevent youth substance use and violence and support collaboration between the SEA and other State agencies that are involved in efforts to prevent these problems. To meet this priority, funds must be used to enhance the capacity of State agencies to support LEAs in their efforts to create and sustain a safe and drug-free school environment.

Grantees may carry out technical assistance and training, program support services, data analysis, coordination of activities, and information dissemination, as well as other activities that

enhance the capacity of State agencies to support local school-based efforts to create safe and drug-free environments for their students.

Also as part of this priority, grantees must produce a plan for sustaining their State's infrastructure to support the implementation of effective drug and violence prevention activities at the State and local levels after the grant support provided by this program has ended.

The plan must identify and address key elements of the State's strategy, including, but not limited to: (1) the State's strategic goals for preventing youth drug use and violence, (2) planned continued collaboration with other State agencies and relevant non-governmental organizations with expertise in preventing youth drug use and violence, including school and community prevention efforts, (3) the State's systematic needs assessment process, which must include an assessment of available resources at the State and local levels to address the State's needs with regard to preventing youth drug use and violence; and (4) a statement, based on the needs assessment, of the State's performance measures, that will help State agencies, as well as schools and communities, assess progress in preventing youth drug use and violence.

## **Application Requirements**

To be eligible for a grant under this program, an applicant must include in its application---

1. A description of how the applicant will use funds to enhance the capacity of State agencies to support LEAs in their efforts to create and sustain safe and drug-free learning environments for their students;
2. A description of how the applicant will plan and coordinate substance use and violence prevention services with the Single State Agency for Substance Abuse Services or other State agencies that are involved in efforts to prevent youth substance use and violence. The application must include a letter signed by the SEA and all participating State agencies indicating their agreement to conduct the activities proposed in the application and specifying the roles and responsibilities of each party;
3. A description of the process the applicant will use to develop the required plan to create or enhance, and sustain, a State infrastructure designed to support effective efforts to prevent youth drug use and violence;
4. A description of how the applicant will use funds to sustain its prevention efforts, identifying relevant sources of funding and other types of support, after the end of the grant period;
5. A description of how the applicant will identify possible overlap and duplication of services, and more efficient uses of resources; and
6. A description of the process the applicant will use to identify gaps and weaknesses in the existing infrastructure.

## Agreement Letter

Applicants are required to include an agreement letter in their application that outlines their agreement to conduct the activities in the application and specifying the roles and responsibilities of the participants that contains:

- The signatures of:
  - ✓ The authorized representative(s) for the SEA, and
  - ✓ The authorized representative(s) for the Single State Agency for Substance Abuse Services or other State agencies that are involved in efforts to prevent youth substance use and violence.

Applications that do not include an agreement letter signed by the authorized representatives of each of the required partners will be deemed ineligible and will not be considered for funding.

## Selection Criteria

The following selection criteria will be used to evaluate applications for grants under this competition. For ease of reading by the reviewers, applicants should develop their narrative description to the sequence of criteria provided below. The maximum score for all of these criteria is 100 points. **Note:** The criteria contain weighted subcriteria. Applicants must address **each** subcriterion to qualify for the maximum number of points for each criterion. The maximum score for each criterion is indicated in parentheses.

### 1) Need for project (20 points)

In determining the need of the proposed project, the following factors will be considered:

- (a) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (10 points)
- (b) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (10 points)

**Note:** Under this criterion, applicants should provide a clear demonstration of significant need to build and sustain capacity to prevent youth substance use and violence, including a description of how the proposed project will address gaps and weaknesses in the State's current delivery system and support local educational agencies efforts to create and sustain a safe learning environment.

## **2) Quality of the project design (50 points)**

In determining the quality of the project design of the proposed project, the following factors will be considered:

- (a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)
- (b) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance. (20 points)
- (c) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (20 points)

**Note:** Under this criterion, applicants should provide a detailed and comprehensive description of the proposed project, including how the applicant will meet **all** six requirements of the Absolute Priority (see pages 20-21).

## **3) Quality of Project Services (20 points)**

In determining the quality of project services of the proposed project, the following factor will be considered:

- (a) 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. (10 points)
- (b) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services. (10 points)

**Note:** Under this criterion, applicants should clearly describe the proposed activities, services, and training to be provided by the proposed project and identify specific strategies to be used to meet the needs of the target population.

#### **4) Quality of management plan (10 points)**

In determining the quality of management plan of the proposed project, the following factor will be considered:

- (a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (10 points)

**Note:** Under this criterion, applicants should clearly address the details of the proposed program and specify who will manage and operate the various facets of it, including the roles and responsibilities of those involved in the program. Additionally, applicants should provide a project implementation timeline for accomplishing the proposed project activities.

# Frequently Asked Questions

## General Questions

### What is the goal of this grant competition?

- The goal of this grant competition is to provide funds to SEAs to build and sustain capacity to prevent youth substance use and violence and support collaboration between the SEA and other State agencies that are involved in efforts to prevent these problems. Funds must be used to enhance the capacity of State agencies to support local educational agencies (LEAs) in their prevention efforts to create and sustain a safe and drug-free school environment.

### What is the deadline date for this competition?

- This competition deadline for the Building State Capacity for Preventing Youth Substance Use and Violence Grant Program is June 7, 2010.

### What is the CFDA Number for this program?

- The CFDA Number for this program is 84.184W.

### What is an indirect cost rate?

- An indirect cost is an expense that you incur that is necessary to implementing the grant, but may be difficult to identify directly with your grant. For example, indirect costs may include costs for heat, light, rent, telephone, security, accounting, and Internet use.

### Do we have to use our restricted indirect cost rates for this program?

- No, for this grant competition, you may charge indirect costs using the unrestricted rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior).

You are encouraged to give priority to actual grant implementation activities by limiting the indirect costs charged to the project. **However, you will not be penalized for failure to reduce indirect costs nor will you gain a competitive advantage if you do.**

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, you have 90 days from the time you transmit your application to submit the necessary paperwork to ED to receive a negotiated indirect cost rate. For more information about indirect cost rates, please visit [www.ed.gov/about/offices/list/ocfo/intro.html](http://www.ed.gov/about/offices/list/ocfo/intro.html).

**Who in my organization may be able to provide information about our negotiated, restricted indirect cost rate?**

- If you do not know your negotiated indirect cost rate, please contact your business office. Please note you will need to submit proof of this indirect cost rate, such as a signed letter.

**For my GEPA 427 statement (see pages 50-51), is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?**

- No. An organization's non-discrimination statement is not sufficient to meet the GEPA requirements. A GEPA statement should outline an entity's potential barriers and solutions to equal access, specific to the proposed project.

**How does the Freedom of Information Act affect my application?**

- The Freedom of Information Act (FOIA) provides that any person has the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit <http://www.ed.gov/policy/gen/leg/foia/foiatoc.html>.

**Is this program covered by Executive Order 12372?**

- Yes. This means applicants must submit a copy of their application to their State Single Point of Contact for review and include a copy of the transmittal letter in the application. On the Application for Federal Assistance (Standard Form 424), you must check box (a) in item 19 and provide the date on which you made your application available for review. Note that ED is prohibited from making an award to an entity that has not provided an opportunity for its State to review the application. The only exceptions to this requirement are applicants from States that have chosen not to participate or have indicated they do not wish to review applications from this competition. In either of these cases, applicants should check box (b). Do not check box (c) since this grant program is covered by Executive Order 12372. For more information about this requirement, see the Intergovernmental Review of Federal Programs section in this application package.

**What is required from an applicant whose State Single Point of Contact indicates that they are not reviewing applications for this grant competition?**

- Applicants should include a copy of such a response from the State Single Point of Contact in their application package submitted to ED and check the appropriate line on the SF 424 form.

**By what date do applicants have to submit their application to their State Single Point of Contact, if participating?**

- Applicants must submit their application to the State Single Point of Contact by the deadline date for transmitting their application to ED.

**What steps should the applicant's Authorized Representative take before signing a grant application?**

- The standard form that serves as a cover sheet for grant applications includes a certification statement that accompanies the authorized representative's signature. That certification indicates that the authorized representative's signature means that the information provided in the grant application is true, complete, and to the best of the authorized representative's knowledge, and that any false, fictitious, or fraudulent statements or claims may subject the authorized representative to administrative, civil, or criminal penalties. As a result, an authorized representative should carefully review a grant application before signing in order to be sure that all of the information contained in the application package is correct. Additionally, an authorized representative should be sure that the application describes a project that has the organization's support and reflects an approach that the organization is committed to implementing.

**How can I get assistance with completing the standard federal application forms?**

- Assistance with completing federal discretionary grant application forms is available through the U.S. Department of Education's Web site [www.ed.gov/admins/grants/apply/techassist/index.html](http://www.ed.gov/admins/grants/apply/techassist/index.html).

**What are some circumstances that might cause an application to be deemed ineligible for review?**

An application submitted for funding under this competition will be deemed ineligible for funding and will not be forwarded to peer review if any one of the following is true:

- The applicant is not a SEA.
- The application does not meet the absolute priority.
- The application is postmarked after the due date.
- The electronic submission of the application is received after 4:30:00 p.m. (Washington, DC time).

## **Eligibility Questions**

### **Who is eligible to apply?**

- This grant competition limits eligibility to SEAs.

### **If an organization partners with local schools to work with youth to address substance use and violence issues in schools, is the organization eligible to apply?**

- No. Only entities that meet the definition of State educational agency may receive funding under this program.

### **If an agency partners with a SEA, can the agency submit an application on behalf of the SEA?**

- No. The SEA is the only eligible recipient, and must be the applicant applying for funding. An application submitted by an entity other than a SEA will be ineligible for review.

### **Can another agency carry out administrative activities of this grant in partnership with the SEA?**

- Yes. However, the SEA must be directly responsible for the proposed project. **Note:** The SEA is expected to maintain administrative direction and control over grant funds.

## **Program-Specific Content Questions**

### **What are the program elements that applicants must address in its application?**

- A project funded under this absolute priority must address the following components to be considered eligible for review:
  1. A description of how the applicant will use funds to enhance the capacity of State agencies to support LEAs in their efforts to create and sustain safe and drug-free learning environments for their students;
  2. A description of how the applicant will plan and coordinate substance abuse and violence prevention services with the Single State Agency for Substance Abuse Services or other State agencies that are involved in efforts to prevent youth substance abuse and violence. The application must include a letter signed by the SEA and all participating State agencies indicating their agreement to conduct the activities proposed in the application and specifying the roles and responsibilities of each party;

3. A description of the process the applicant will use to develop the required plan to create or enhance, and sustain, a State infrastructure designed to support effective efforts to prevent youth drug use and violence;
4. A description of how the applicant will use funds to sustain its prevention efforts, identifying relevant sources of funding and other types of support, after the end of the grant period;
5. A description of how the applicant will identify possible overlap and duplication of services, and more efficient uses of resources; and
6. A description of the process the applicant will use to identify gaps and weaknesses in the existing infrastructure.

**Does the applicant need to address all six program elements to be considered eligible for this competition?**

- Yes. Applicants that do not address all six required program elements will be considered non-responsive to the absolute priority for this program and ineligible for review.

**What is the amount of funding that can be awarded to an applicant?**

- \$125,000 for a State with fewer than 1,400,000 students enrolled; \$185,000 for a State with at least 1,400,000 but fewer than 2,000,000 students enrolled; and \$250,000 for a State with at least 2,000,000 students enrolled. Award ranges are based on 2007-2008 school year enrollment data submitted by SEAs through the National Center for Education Statistics (NCES). For additional information, **please refer to page 13** for a listing of nonbinding budget maximums for each State.

**What types of activities can funds be used to support?**

- Grantees may use funds to carry out technical assistance and training, program support services, data analysis, coordination of activities, and information dissemination, as well as other activities that enhance the capacity of State agencies to support local school-based efforts to create safe and drug-free environments for their students.

**Can grant funds be used to support professional development activities?**

- Yes. Grant funds may be requested and used to carry out professional development activities. These activities should directly support the activities, curricula, programs, services, and overall goals of the project.

### **Will SEAs be required to distribute funds to local educational agencies?**

- No. SEAs are not authorized to make subgrants or distribute funds to LEAs. SEAs are required to enhance capacity of State agencies, so that these agencies can support local education prevention efforts.

### **Are applicants required to submit a final report?**

- Yes. At the end of the project period, applicants must submit a final performance report, including financial information. Part of the performance report must include the sustainability plan and must identify and address key elements of the State's strategy, including, but not limited to: (1) the State's strategic goals for preventing youth drug use and violence, (2) planned continued collaboration with other State agencies and relevant non-governmental organizations with expertise in preventing youth drug use and violence, including school and community prevention efforts, (3) the State's systematic needs assessment process, which must include an assessment of available resources at the State and local level to address the State's needs with regard to preventing youth drug use and violence; and (4) a statement, based on the needs assessment, of the State's performance measures, that will help State agencies, as well as schools and communities, assess progress in preventing youth drug use and violence.

### **Should we include resumes for key staff?**

- Yes, if key staff for the project have been identified. If not, you may want to outline considerations for hiring.

### **What happens if an applicant does not include an agreement letter?**

- If an applicant does not include the required letter of agreement, the application will be deemed ineligible and will not be considered for funding. Applicants must demonstrate how they will coordinate services with the Single State Agency for Preventing Youth Substance Use and Violence, and indicate the activities that will be conducted and the roles and responsibilities of both parties. The letter of agreement must be signed by the authorized representative for the SEA and the authorized representative for the Single State Agency for Substance Abuse Services or similar State Agencies.

### **Applicants must coordinate services with State Agencies for preventing youth substance use and violence. Can you provide examples of State Agencies?**

- Examples of State Agencies include, but are not limited to the following: Office of Alcohol and Drug Abuse Prevention; Department of Health and Human Services, Office of Drug Control Policy; Division of Public Health; and the Office of Substance Abuse Prevention.

**What should I do if I cannot get all required signatures on the agreement letter or federal application forms? Can I send or fax them later?**

- No. A completed application must be postmarked by the deadline for the application, June 7, 2010, and include all required signed forms. Late additions to applications will not be accepted.

**Are we required to collect Government Performance and Results Act (GPRA) performance indicators, even though this project will be funded for one year?**

- Yes. The GPRA measure for this program is described on page 16.

**Program-Specific Budget Questions**

**How much information should be included in the detailed budget?**

- For each budget category (for example, personnel, travel, supplies) you should provide a per unit cost breakdown for all proposed costs. There should be enough information to demonstrate how costs were calculated and that the costs are reasonable. For example, instead of requesting a total of \$12,000 for supplies, you should provide a unit cost breakdown. The breakdown might be by month (@\$1,000 per month) or per staff (@\$800/staff/year for 15 staff members). Regardless, there should be enough detail to support the amount of funding that is being requested.

**Is there a matching or in-kind requirement?**

- There is no requirement for an applicant to provide in-kind funds or a matching contribution. However, if you choose to include or identify additional in-kind non-federal funds, such as a match or in-kind services that will support your plan, you must honor and report on these activities if your application is funded.

**Electronic Application Submission**

**How do I submit my grant electronically?**

- If you would like to submit your grant electronically, please use <http://e-grants.ed.gov> to do so. Instructions on electronic submission can be found on pages 8-11 of this application package. You should note that applications received after 4:30:00 p.m. (Washington, DC time), even by a few seconds, are late and will be deemed ineligible for funding and will not be forwarded to peer review.

### **Do I have to submit my application electronically?**

- No. The Building State Capacity for Preventing Youth Substance Use and Violence grant program does not have a mandatory electronic submission requirement. Applications may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically you must use the e-Grants Web site.

**Note:** You may not submit your application by e-mail or facsimile.

### **If I am submitting my application electronically, how should I submit forms with signatures?**

- If you are submitting an electronic application, you may either upload signed versions of the forms, in a .PDF format, to e-Application or you may fax the signed forms to the Department of Education. These documents may be faxed to the attention of Christine F. Pinckney at 202-245-7166 and must be received within three days of your application submission.

### **If I submit my application electronically, are there any compatibility restrictions, especially if I use Microsoft Vista?**

- You must submit your application in a .DOC (document), .RTF (rich text), .PDF (Portable Document) format in order for your application to submit successfully to the Department. If you submit your application in any other format, we will not be able to access your document. Also note if you are using the Microsoft Word from the Vista Operating System, you will need to convert your document from a .DOCX to a .DOC file before you can submit.

### **If I submit electronically, are there any restrictions on the file name length?**

- No, e-Application does not have a restriction on the number of characters in a file name. However, in the past we have encountered problems opening files that had lengthy names or contained special characters. We recommend that you keep the file name simple to less than 50 characters with no special characters. For example, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.). Otherwise, we cannot guarantee we can open the document.

### **If I submit electronically, are there any size restrictions on my application?**

- e-Application annotates the file size limitation for each segment of the application to be uploaded. Please pay particular attention to these restrictions as they range from 2 to 8 MB. You will also see the restriction on the individual screen when you upload a file. Documents that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Therefore you may want to check the size of your files and minimize graphics being used in your application.

**Who do I contact for more information about this grant competition?**

- Any questions pertaining to this grant competition should be directed to Christine F. Pinckney, Program Analyst, U.S. Department of Education, 550 12<sup>th</sup> Street, SW, Washington, DC 20202-6450, Phone: 202-245-7894, Fax: 202-245-7166, Email: [Christine.Pinckney@ed.gov](mailto:Christine.Pinckney@ed.gov).

### **III. Legal and Regulatory Documents**

#### **Notice Inviting Applications**

**Federal Register Publish Date – April 23, 2010**

4000-01-U

DEPARTMENT OF EDUCATION  
Office of Safe and Drug-Free Schools

#### Overview Information

Building State Capacity for Preventing Youth Substance Use and Violence

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.184W.

#### Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 45 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 105 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

#### Full Text of Announcement

##### I. Funding Opportunity Description

Purpose of Program: Building State Capacity for Preventing Youth Substance Use and Violence provides competitive grants to State educational agencies (SEAs) to build and sustain capacity to prevent youth substance use and violence and support collaboration between SEAs and other State agencies that are involved in efforts to prevent these problems. Funds must be used to enhance the capacity of State agencies to support local educational agencies (LEAs) in their efforts to create and sustain a safe and drug-free school environment.

Priority: We are establishing this priority for the FY 2010 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition, in accordance with section 437(d)(1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1).

The Safe and Drug-Free Schools and Communities Act (SDFSCA) State and Local Grants program, which, for many years, provided

funding for formula grants to States to support LEAs and community-based organizations in developing and implementing programs to prevent drug use and violence among children and youth, did not receive a fiscal year 2010 appropriation. As we transition from formula to discretionary and competitive funding under the FY 2010 appropriation, this priority is established to help States increase their capacity to provide a State prevention infrastructure and to assist States with strategic planning during this transition process by facilitating partnerships between SEAS and other State agencies to support the prevention efforts of LEAs.

Absolute Priority: This priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Grants to build and sustain SEA capacity to prevent youth substance use and violence and support collaboration between the SEA and other State agencies that are involved in efforts to prevent these problems. To meet this priority, funds must be used to enhance the capacity of State agencies to support LEAs in their efforts to create and sustain a safe and drug-free school environment.

Grantees may carry out technical assistance and training, program support services, data analysis, coordination of activities, and information dissemination, as well as other activities that enhance the capacity of State agencies to support local school-based efforts to create safe and drug-free environments for their students.

Also as part of this priority, grantees must produce a plan for sustaining their State's infrastructure to support the implementation of effective drug and violence prevention activities at the State and local levels after the grant support provided by this program has ended. The plan must identify and address key elements of the State's strategy, including, but not limited to: (1) the State's strategic goals for preventing youth drug use and violence; (2) planned continued collaboration with other State agencies and relevant non-governmental organizations with expertise in preventing youth drug use and violence, including school and community prevention efforts; (3) the State's systematic needs assessment process, which must include an assessment of available resources at the State and local levels to address the State's needs with regard to preventing youth drug use and violence; and (4) a statement, based on the needs assessment, of the State's performance measures, that will help State agencies, as well as schools and communities, assess progress in preventing youth drug use and violence.

Application Requirements: To be eligible for a grant under this program, an applicant must include in its application---

1. A description of how the applicant will use grant funds to enhance the capacity of State agencies to support LEAs in their efforts to create and sustain safe and drug-free learning environments for their students;

2. A description of how the applicant will plan and coordinate substance use and violence prevention services with the Single State Agency for Substance Abuse Services or other State agencies that are involved in efforts to prevent youth substance use and violence. The application must include a letter signed by the SEA and all participating State agencies indicating their agreement to conduct the activities proposed in the application and specifying the roles and responsibilities of each party;

3. A description of the process the applicant will use to develop the required plan to create or enhance, and sustain, a State infrastructure designed to support effective efforts to prevent youth drug use and violence;

4. A description of how the applicant will use funds to sustain its prevention efforts, identifying relevant sources of funding and other types of support, after the end of the grant period;

5. A description of how the applicant will identify possible overlap and duplication of services, and more efficient uses of resources; and

6. A description of the process the applicant will use to identify gaps and weaknesses in the existing infrastructure.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities and other requirements. Section 437(d)(1) of GEPA, however, allows the Secretary to exempt from rulemaking requirements, regulations governing the first grant competition under a new or substantially revised program authority. This is the first grant competition for this program under section 4121 of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 7131), and therefore qualifies for this exemption. In order to ensure timely grant awards, the Secretary has decided to forgo public comment on the priority and application requirements under section 437(d)(1) of GEPA. This priority and these application requirements will apply to the FY 2010 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition.

Program Authority: 20 U.S.C. 7131.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, and 99. (b) The regulations in CFR part 299.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$8,000,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2011 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$125,000-\$250,000.

Estimated Average Size of Awards: \$125,000 for a State with fewer than 1,400,000 students enrolled; \$185,000 for a State with at least 1,400,000 but fewer than 2,000,000 students enrolled; and \$250,000 for a State with at least 2,000,000 students enrolled. Award ranges are based on 2007-2008 school year enrollment data submitted by SEAs through the National Center for Education Statistics (NCES).

Estimated Number of Awards: 45.

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

Project Period: Up to 12 months.

Note: To support applicants in planning their proposed budgets, the Department has developed the following list, which contains a nonbinding budget maximum for each State.

### Group 1--\$125,000:

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, North Dakota, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, Puerto Rico. Outlying Areas: American Samoa, Commonwealth of the Northern Marianas Islands (CNMI), Guam, Virgin Islands.

### Group 2--\$185,000:

Georgia, Michigan, North Carolina, Ohio, Pennsylvania,

### Group 3--\$250,000:

California, Florida, Illinois, New York, Texas.

## III. Eligibility Information

1. Eligible Applicants: SEAs  
2. Cost Sharing or Matching: This program does not require cost sharing or matching.

### 3. Other:

Participation by Private School Children and

Teachers:

Section 9501 of the ESEA, requires that SEAs, LEAs, or other entities receiving funds under the SDFSCA provide for the equitable participation of private school children, their teachers, and other educational personnel in private schools located in areas served by the grant recipient.

In order to ensure that grant program activities address the needs of private school children, the applicant must engage in timely and meaningful consultation with private school officials during the design and development of the program. This consultation must take place before any decision is made that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in grant program activities.

Administrative direction and control over grant funds must remain with the grantee.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet. 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). You can also request an application by writing to: Christine F. Pinckney, U.S. Department of Education, 400 Maryland Avenue, SW., room 10077, Potomac Center Plaza (PCP), Washington, D.C. 20202.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed under Accessible Format in section VII 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 program.

3. Submission Dates and Times:  
Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 45 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this program may be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site, or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to section IV. 6. 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: [INSERT DATE 105 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

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

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Applications for grants under this program may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

If you choose to submit your application to us electronically, you must use e-Application, accessible through the Department's e-Grants Web site at: <http://e-grants.ed.gov>.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this program after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time.

Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you 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 attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph 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.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

- (1) Print SF 424 from e-Application.

- (2) The applicant's Authorizing Representative must sign this form.

- (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

- (4) Fax the signed SF 424 to the Application Control Center at (202)245-6272.

- We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

- (1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application.

Extensions referred to in this section apply only to the unavailability of e-Application. If e-Application is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), 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 84.184W)  
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 submit your application in paper format by hand delivery, you (or a courier service) 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 84.184W)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant 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

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

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a

Grant Award Notification (GAN). 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: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. Part of the performance report must include the sustainability plan described in the absolute priority of this notice. 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: We have identified the following Government Performance and Results Act of 1993 (GPRA) performance measure for assessing the effectiveness of the Building State Capacity for Preventing Youth Substance Use and Violence program: The percentage of grantees that submit a high-quality plan to create and sustain an effective infrastructure to support the implementation of effective drug and violence prevention activities. The plan must include, at a minimum, the four key elements described in the absolute priority of this notice.

This measure constitutes the Department's indicator of success for this program. Consequently, we advise an applicant for a grant under this program to give careful consideration to this measure in conceptualizing the approach and evaluation for its proposed project. Each grantee will be required to provide, in its final report, data about its progress in meeting this measure.

#### VII. Agency Contact

For Further Information Contact: Christine F. Pinckney, U.S. Department of Education, 400 Maryland Avenue, SW., room 10077, Potomac Center Plaza (PCP), Washington, D.C. 20202. Telephone: (202) 245-7894 or by email: [christine.pinckney@ed.gov](mailto:christine.pinckney@ed.gov).

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

#### VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: 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) on the Internet at the following site:

[www.ed.gov/news/fedregister](http://www.ed.gov/news/fedregister). To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: 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 on GPO Access at:

[www.gpoaccess.gov/nara/index.html](http://www.gpoaccess.gov/nara/index.html).

Dated:

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Kevin Jennings,  
Assistant Deputy Secretary for  
Safe and Drug-Free Schools.

# U.S. Department of Education Authorizing Legislation – Elementary and Secondary Education Act of 1965, as amended

Subpart 2-National Programs

## SEC. 4121. FEDERAL ACTIVITIES.

(a) Program Authorized-From funds made available to carry out this subpart under section 4003(2), the Secretary, in consultation with the Secretary of Health and Human Services, the Director of the Office of National Drug Control Policy, and the Attorney General, shall carry out programs to prevent the illegal use of drugs and violence among, and promote safety and discipline for, students. The Secretary shall carry out such programs directly, or through grants, contracts, or cooperative agreements with public and private entities and individuals, or through agreements with other Federal agencies, and shall coordinate such programs with other appropriate Federal activities. Such programs may include-

- 1) **the development and demonstration of innovative strategies for the training of school personnel, parents, and members of the community for drug and violence prevention activities based on State and local needs;**
- 2) the development, demonstration, scientifically based evaluation, and dissemination of innovative and high quality drug and violence prevention programs and activities, based on State and local needs, which may include-
  - a) **alternative education models, either established within a school or separate and apart from an existing school, that are designed to promote drug and violence prevention, reduce disruptive behavior, reduce the need for repeat suspensions and expulsions, enable students to meet challenging State academic standards, and enable students to return to the regular classroom as soon as possible;**
  - b) community service and service-learning projects, designed to rebuild safe and health neighborhoods and increase students' sense of individual responsibility
  - c) video-based projects developed by noncommercial telecommunications entities that provide young people with models for conflict resolution and responsible decision-making; and
  - d) child abuse education and prevention programs for elementary and secondary students;
- 3) **the provision of information on drug abuse education and prevention to the Secretary of Health and Human Services for dissemination;**
- 4) the provision of information on violence prevention and education and school safety to the Department of Justice for dissemination;
- 5) technical assistance to chief executive officers, State agencies, local educational agencies, and other recipients of funding under this part to build capacity to develop and implement high-quality, effective drug and violence prevention programs consistent with the principles of effectiveness in section 4115(a);
- 6) assistance to school systems that have particularly severe drug and violence problems, including hiring drug prevention and school safety coordinators, or assistance to support appropriate response efforts to crisis situations;
- 7) the development of education and training programs, curricula, instructional materials, and professional training and development for preventing and reducing the incidence of crimes and conflicts motivated by hate in localities most directly affected by hate crimes;
- 8) activities in communities designated as empowerment zones or enterprise communities that will connect schools to community-wide efforts to reduce drug and violence problems; and
- 9) other activities in accordance with the purpose of this part, based on State and local needs.

(b) Peer Review-The Secretary shall use a peer review process in reviewing applications for funds under this section.

## **IV. General Application Instructions and Information**

### **Preparing the Application**

A completed application for assistance under this competition consists of two parts: a detailed narrative description of the proposed project and budget, and all forms and assurances that must be submitted in order to receive a grant. An application under this program should address the specific needs of the applicant and propose activities specifically designed to meet those needs. We strongly discourage applicants from using “form” applications or proposals that address general rather than specific local needs. Identical or substantially similar applications are not responsive to the scoring criteria.

A panel of non-federal readers with experience in alcohol and other drug abuse prevention will review each eligible application submitted by the deadline. The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Be sure you provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

All applicants should adhere to the following formatting guidelines:

- Use 1-inch margins. If you submit your application in paper format by mail or hand delivery, your application must be printed on 8 1/2” by 11” paper, single-sided.
- Use consistent font no smaller than 11-point type throughout your document. You may use boldface type, underlining, and italics; however, do not use colored text.
- For the project narrative, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document, beginning with the Abstract and ending with the Appendices. **Note:** Do not paginate any of the forms.

If you submit your proposal via e-Application, you will use your own word-processing software to complete the application for this grant competition.

### **D-U-N-S Number Instructions**

All applicants must obtain and use a D-U-N-S Number, and all applicants applying through e-Grants must be registered. Information on how to obtain a D-U-N-S Number is included below. The D-U-N-S Number used on the application must be the same number that you used to register with the Central Contractor Registry. If the numbers are not the same, e-Application will reject the application.

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 to ensure 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.

You can obtain a D-U-N-S Number at no charge by calling 800/333-0505 or by completing the D-U-N-S Number Request Form, available online at [www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html). Dun & Bradstreet, a global information provider, has assigned D-U-N-S Numbers to more than 43 million companies worldwide. Customer service is available on Monday-Friday from 8:00 a.m. to 6:00 p.m. (Eastern Time) at 888/814-1435.

## **Organizing the Application**

We recommend that applicants organize the information in their application in the following order. Please number all pages consecutively to make review and evaluation easier. Note that applications submitted electronically must follow the format given in the e-Application system. The system will then organize the information automatically.

**1. Application for Federal Assistance (SF 424):** This is the title page of your application. Be sure that item 11 of SF 424, clearly identifies the Catalog of Federal Domestic Assistance (CFDA) Number and Title of the competition under which funds are being requested. Please include the following: **CFDA #84.184W and Building State Capacity for Preventing Youth Substance Use and Violence.**

Under Item 3 in the ED Supplemental Information, indicate whether the proposed project includes human subjects research activities, and if so, whether any or all of the proposed activities are exempt. For additional guidance, see instructions for ED Supplemental Information in the required forms section of this application package or call ED's protection of human subjects coordinator at 202-260-3353.

If you submit your proposal for this grant competition via e-Application, please complete the SF 424 (Application for Federal Assistance) first. e-Application will insert the correct CFDA and program name automatically where needed.

If you submit your proposal in paper format by mail or hand delivery, you will need to insert the correct CFDA number and program name where requested.

**Please note: The Authorized Representative of your institution must sign the SF 424. If a signed copy of this form is not received with your application (either included in the hard copy submission or faxed within three days of your electronic submission to the Office of Safe and Drug-Free Schools at (202) 245-7166, your application WILL NOT BE ELIGIBLE FOR REVIEW.**

**2. Table of Contents:** Provide an itemized listing of each section of the application package, including page numbers.

**3. Program Abstract:** Clearly mark this page with the applicant/organizational name as shown in item 8a of SF 424. The abstract should not exceed one page and should provide a concise and

accurate description of the proposed project including its objectives, approaches to be used, and its expected outcomes.

**4. Project Narrative:** The narrative must contain evidence that the applicant meets the grant competition's absolute priority, and should contain and follow in sequence the information requested for each selection criterion. Applicants should review Section II for a discussion of the selection criteria and the chief considerations for this grant competition. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative. This section should be no more than 25 double-spaced typewritten pages.

**5. Budget Form (ED Form 524):** Use the Budget Information Form to prepare one budget that covers the entire 12-month budget period. Provide amounts for major budget categories.

**6. Budget Narrative:** You must include a detailed budget narrative for the entire 12-month performance period that supports and explains the information provided on ED Form 524. Use the same budget categories as those on ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the project's goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the project, reasonable for the scope and complexity of the project, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form (ED Form 524) and accompanying budget narrative/justification should provide enough detail for ED staff to understand easily how costs were determined and if the budget is commensurate with the scope of the project. **Note:** Failure to submit a detailed budget narrative may result in significant cuts to your budget request.

For this grant competition, you may charge indirect costs using the unrestricted negotiated rate with your cognizant federal agency. ***We recommend including evidence of an unrestricted negotiated indirect cost rate in your application package.*** (Please note that if you budget for contractual services, in most cases, your indirect cost rate agreement will only enable your institution to apply indirect costs to the first \$25,000 of each contract, regardless of the period covered by the contract.)

**7. Appendices and Forms:** This section should contain any supplementary information that applicants may choose to submit in support of an applicant's capacity and preparation to undertake the proposed project. These documents may include resumes, letters of agreement with cooperating entities, if appropriate, evaluation results, or materials. Do not include budget or program narrative information in this section. Also, do not include CD-ROMS, photographs, or floppy disks as we will not review or return them.

If you submit your application via e-Application, the Appendices section is where you will attach proposal appendices that you may choose to submit in support of your capacity and preparation to undertake the proposed project. You should consolidate your documents for this section and upload as one attachment ensuring you do not exceed the file size restriction identified for the Appendices section.

If you submit your application in paper format via mail or hand delivery, information provided in this section includes forms and other material required by ED in order for an application to be eligible for funding as well as any other information that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project.

If submitting an application in paper format, the ED Forms required to submit the application package are available electronically at the following web site:

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

All required forms are available in e-Application if submitting electronically.

**8. Assurances and Certifications:** If you are submitting an electronic application, you must print out the required forms, complete them, and either upload all signed forms to the e-Application Web site or fax them (along with the SF 424 and other forms) to the Office of Safe and Drug-Free Schools at (202) 245-7166 within (3) working days of the date on which you submitted your electronic application. You should indicate your PR/Award number in the upper right corner of the form and the forms need to have been signed by the closing date for this application.

This application package also includes the following—Standard Form 424B, Assurances – Non-Construction Programs, Certification Regarding Lobbying; and Standard Form LLL – Disclosure of Lobbying Activities. By signing the 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment and environmental tobacco smoke.

**Note:** If Item 2 of the Standard Form LLL applies because of lobbying activities related to a previous grant, or are anticipated to occur with this project if it is funded, you must submit Standard Form LLL. If your organization does not engage in lobbying, please submit Standard Form LLL and indicate as “Not Applicable.”

## **Instructions for Executive Order 12372**

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. 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.

Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the state's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should immediately contact the SSPOC for each of those states and follow the procedure established in each state under the Executive Order. **Note: A copy of the applicant's letter to the SSPOC must be included with the application (on letterhead).**

To view a list of states that participate in the intergovernmental review process, visit [www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html). States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a State Single Point of Contact. If you are located within one of these states, you are exempt from this requirement.

In states that have not established a process or chosen a program for review, state, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a SSPOC and any comments from state, area-wide, regional, and local entities must be received by August 6, 2010 at the following address: The Secretary, EO 12372—CFDA #84.184W, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Eastern Time) on August 6, 2010. Please do not send applications to this address.

## **General Education Provisions Act (GEPA) Section 427**

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. All applicants for new awards must include information in their applications to address this provision, summarized below, in order to receive funding under this program.

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

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others

from equitable access or participation. Your description 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.

**NOTE: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.**

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 eliminate barriers it identifies.

### **Examples**

The following examples 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 audiotape 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 tends 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 Public Reporting Burden**

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 the GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate 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: U.S. Department of Education, Office of Safe and Drug-Free Schools, 10<sup>th</sup> Floor, 550 12<sup>th</sup> Street, SW, Washington, DC 20202-6450.

## **Required Forms and Instructions List**

Forms may be accessed at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

Application for Federal Assistance (Standard Form 424)

Department of Education Supplemental Information Form for the Standard Form 424

Budget Information Form (ED Form 524)

Assurances – Non – Construction Programs (Standard Form 424B)

Certification Regarding Lobbying (formerly ED 80-0013)

Disclosure of Lobbying Activities (Standard Form LLL)

Certification Regarding Lobbying

**(Note: Do not include other forms not required for this grant program.)**

## **Application Checklist**

Application for Federal Assistance (SF 424) is completed according to the instructions and includes the nine-digit **D-U-N-S Number and Tax Identification Number**. (Refer to page 54)

All required forms are signed in black or blue ink and dated by an authorized official and the signed original is included with your submission.

(For hard-copy submissions) One signed original and two copies of the application, including all required forms and appendices plus one voluntarily submitted additional copy, are included. All copies are unbound and each page is consecutively numbered. **Submit this completed checklist with your application package.**

**Deadline Date:** June 7, 2010. See Sections I and IV for complete application transmittal instructions and general application information and forms.

### **EACH COPY OF THE APPLICATION MUST INCLUDE THE FOLLOWING:**

- Application for Federal Assistance (Standard Form 424) - Page 1
- Department of Education Supplemental Information Form for the Standard Form 424
- Table of Contents
- Project Abstract (one page maximum) – Page 2
- Project Narrative (up to 25 pages double-spaced, font size 11)
  
- All applications must include the required forms, assurances, and certifications, including:
  - Budget Information Form (ED Form 524) and a detailed budget narrative for one year.
  - Assurances - Non-Construction Programs (Standard Form 424B)
  - Certification Regarding Lobbying (formerly ED 80-0013)
  - Disclosure of Lobbying Activities (Standard Form–LLL)
- Letter to the State Single Point of Contact, if applicable (refer to pages 26 and 50)
- Signed Agreement Letter
- Narrative response must be submitted to address GEPA 427 (refer to pages 50-51)
- Proof of federally negotiated **unrestricted** indirect cost rate, if claiming indirect costs (refer to page 25)
- Resumes of key personnel or position descriptions

**Note:** For hard copy submissions, grant application forms may be accessed at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.