

**Cooperative Civic Education and Economic  
Education Exchange Program Grant Competition**  
CFDA #84.304A  
Information and Application Procedures for Fiscal Year 2010

**Application Deadline: March 15, 2010**



**Frequently Asked Questions**  
**[Pages 31-35]**

**U.S. Department of Education**  
**Office of Safe and Drug-Free Schools**  
**<http://www.ed.gov/osdfs>**

This application is exempt under the Paperwork Reduction Act since there will be less than 10 responses to this collection. Therefore, this collection does not require a valid

OMB number.





## UNITED STATES DEPARTMENT OF EDUCATION

### Office of Safe and Drug-Free Schools

January 2010

Dear Colleague:

Thank you for your interest in applying for a grant under the Cooperative Civic Education and Economic Education Exchange Program. This program is authorized by Title II, Part C, Subpart 3, Section 2345, of the Elementary and Secondary Education Act of 1965, as amended by 20 U.S.C. 6711-6716.

The U.S. Department of Education, in collaboration with the U.S. Department of State, Bureau of Education and Cultural Affairs, invites applicants to carry out specified program activities described in this application package. Funds awarded under this grant competition may be used to develop, enhance, and evaluate civic education program and economic education program interventions through cooperative exchanges with emerging and newly developed democracies. The eligible applicants are non-profit educational organizations in the United States.

In meeting the demands and challenges of our increasingly global communities, it is critically important that we educate our students about the responsibilities of active citizenship. Now, more than ever before, it is vital that we continue to foster civic education and participation as well as teach our children the important lessons in economic literacy and emerging markets to ensure a well-rounded education.

Our schools play a significant role in helping to educate students about the principles that govern our democracy and the practices of other democratic societies around the world. Whether we are actively working to promote, practice, or advocate in civic education and economic education we are all touched by the lives of children and the importance of helping them to have the knowledge, intellectual skills, disposition, and values necessary to become responsible citizens and to prepare them for the jobs of the future.

This booklet contains the instructions and forms needed to apply for a grant under the Cooperative Civic Education and Economic Education Exchange Program. Please be sure that your application complies with all of the requirements specified for this program.

We look forward to receiving your application.

Sincerely,

/S/

Kevin Jennings  
Assistant Deputy Secretary



## **CCEEEP Grant Competition Fast Facts:**

**Eligible Applicants:** Organizations in the United States experienced in the development of curricula and programs in civic and government education, or economic education for students in elementary and secondary schools in countries other than the United States.

**Purpose:** The Cooperative Civic Education and Economic Education Exchange Program (CCEEEP) provides grants to improve the quality of civic education and economic education through cooperative civic and economic education exchange programs with emerging democracies.

This competition invites applications that address civic education or economic education. We estimate that one award will be made to an applicant addressing the absolute priority for civic education and one award will be made to an applicant that addresses the absolute priority for economic education.

**Application Deadline Date:** March 15, 2010.

**Application Submission:** Applications may be submitted electronically via e-Application or in hard copy.

**Project Period:** up to 36 months (3 budget periods of 12 months each).

**Estimated Average Size of Awards:**

- \$1,341,393

**Estimated Number of Awards:** 2

**Competition Manager:** Rita Foy Moss  
**Email address:** [Rita.Foy.Moss@ed.gov](mailto:Rita.Foy.Moss@ed.gov)  
**Telephone:** (202) 245-7866

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# 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, published on January 20, 2010, announcing this grant competition. The competition deadline for the Cooperative Civic Education and Economic Education Exchange Program is **March 15, 2010**. A Correction Notice was published in the Federal Register on February 5, 2010 to extend the application deadline to March 15, 2010. This date extends the March 8, 2010 application deadline listed in the Federal Register published on January 20, 2010 and posted in an earlier copy of the application package that was posted on the following Web sites: <http://e-grants.ed.gov> and <http://www.ed.gov/programs/coopedexchange/index.html>. 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 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, DC time) on the application deadline date of **March 15, 2010**.

For more information on using e-Application, please refer to the Notice Inviting Applications that was published in the Federal Register, the e-Application Submission Procedures and Tips section found in this application package on page 11, and/or visit <http://e-grants.ed.gov>.

You may access the electronic application for the Cooperative Civic Education and Economic Education Exchange Program Grant 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 of **March 15, 2010**. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Please mail copies to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA # 84.304A

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. You should check with your local post office before relying on this method.

### **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 of **March 15, 2010**. To help expedite our review of your application, we would appreciate your voluntarily including an additional 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 #84.304A  
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 your application by 4:30:00 p.m. (Washington, DC time) on or before the deadline date of **March 15, 2010**. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Please hand-deliver copies to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA #84.304A  
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 8:00:00 a.m. and 4:30:00 p.m. (Washington, DC time), except Saturdays, Sundays, and federal holidays.

**Please Note: If you are submitting your application electronically, the Department's e-Grants Web site will be unavailable because of upgrades to our system from February 10-15, 2010. This means that you will not be able to work on-line to complete your forms or upload your narrative sections and submit your final application electronically to the Department during this time. You will have to wait until the system is available again on February 16, 2010 to do so. Our recommendation is that you download a copy of the application before February 10, 2010 so that you will have the information you need to work on developing your narrative section while the system is unavailable. We will not grant an extension to the submission deadline because of the system unavailability during February 10-15, 2010.**

## e-Application Submission Procedures and Tips for Applicants

**U.S. Department of Education**

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

### **IMPORTANT – PLEASE READ FIRST**

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**

Please Note –

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.

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, 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.

**NOTE: If you are submitting your application electronically, the Department's e-Grants Web site will be unavailable because of upgrades to our system from February 10-15, 2010. This means that you will not be able to work on-line to complete your forms or upload your narrative sections and submit your final application electronically to the Department during this time. You will have to wait until the system is available again on February 16, 2010 to do so. Our recommendation is that you download a copy of the application before February 10, 2010 so that you will have the information you need to work on developing your narrative section while the system is unavailable. We will not grant an extension to the submission deadline because of the system unavailability during February 10-15, 2010.**

**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), and fax it to the Competition Manager within 3 business days of submitting your e-Application.

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.)

### **Additional Tips - Attaching Files**

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

1. Ensure that you only attach the Education approved file types detailed in the Federal Register 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 including 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

#### Eligibility

This competition limits eligibility to organizations in the United States experienced in the development of curricula and programs in civic and government education or economic education for students in elementary schools and secondary schools in countries other than the United States, to carry out civic education activities.

The primary participants in the cooperative education exchange programs shall be educational leaders in the areas of civic and government education, and economic education including teachers, curriculum and teacher training specialists, scholars in relevant disciplines, educational policymakers, and government and private sector leaders from the United States and eligible countries. Please see a list of eligible countries in Section IV of this application package. Note: This competition invites applications that address civic education or economic education.

#### Authority

The grant competition is authorized under Title II, part C, Subpart 3, Section 2345 of the Elementary and Secondary Education Act (ESEA) as amended 20 U.S.C. 6711-6716.

#### Official Documents Notice

The official documents governing this grant competition is the Notice Inviting Applications published in the Federal Register and the Authorizing Legislation (see Section III, Legal and Regulatory Documents, in this application package). The notice also 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).

Applicants should clearly indicate in Block #11 of the Standard Form 424, the CFDA number and alpha suffix of this grant competition, **84.304A**.

#### Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 CFR Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-profit Organizations)
- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Departmental Regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities)

- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act - Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 84 (Government Wide Requirements for Drug-Free Workplace)
- 34 CFR Part 85 (Government Wide Department and Suspension)
- 34 CFR Part 86 (Institutions of Higher Education only)
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)

Note: This is a complete application package for the Cooperative Civic Education and Economic Education Exchange Program Grant Competition. The package contains all of the information, application forms, and instructions needed to apply for this grant.

### **Notice of Nondiscrimination**

All applicants under this grant competition should familiarize themselves with all federal statutes related to nondiscrimination, as outlined in Item 6 of Standard Form 424B, to ensure that their proposed activities are compliant.

### **Assistance**

Questions related to the requirements of this grant competition should be directed to Rita Foy Moss in the Office of Safe and Drug-Free Schools (OSDFS) at 202-245-7866 or by email at [rita.foy.moss@ed.gov](mailto:rita.foy.moss@ed.gov). Additional information about the Cooperative Civic Education and Economic Education Exchange Program Grant Competition may be found at the OSDFS Web site [www.ed.gov/osdfs](http://www.ed.gov/osdfs) or [www.ed.gov/programs/coopedexchange/index.html](http://www.ed.gov/programs/coopedexchange/index.html).

### **Project Period**

Projects will be funded for up to 36 months (3 budget periods of 12 months each). Grants awarded under this program will be funded for one year at a time. Decisions regarding additional years of funding for all grant awards will be made on the basis of such factors as: a) whether or not grantees have made substantial progress towards achieving the goals and objectives of the project; and b) availability of funds. We suggest developing a timeline that starts on July 1, 2010 and runs through June 30, 2013.

Note: Applicants requesting three year projects must submit ED Form 524 and a detailed budget narrative for each year. Failure to submit ED Form 524 and a detailed budget narrative for each of the proposed project years will result in funds not being awarded for those years. Please note that ED is not bound by any estimates contained in this application package.

## Estimated Award Information

It is estimated that 2 new awards will be made under this grant competition. The range of awards is approximately \$700,000 to \$1,982,787 per year depending on the scope of work. These figures are only estimates and do not bind ED to a specific number of grants or amount of any grant award.

In making awards under this program, the Secretary will consider the rank order of applicants, and to the extent practicable, ensure that awards under this program are equitably distributed. Contingent upon the availability of funds and quality of applications, the Secretary may make awards in fiscal year 2011 from the rank-order list of unfunded applications from this competition.

## Matching Funds

This program does not require a matching contribution from the grantee.

## Priorities

The fiscal year 2010 grant competition for the Cooperative Civic Education and Economic Education Exchange Program includes **two absolute priorities** and **one invitational priority**. The responses to each priority should be identified within the Abstract and Project Narrative.

## Application Due Date

All applications submitted electronically through the e-Application site **must** be submitted by **March 15, 2010 at 4:30:00 p.m. (Washington, DC time)** to be eligible for review. The U.S. Department of Education Application Control Center must receive applications delivered by hand no later than 4:30:00 p.m. (Washington, DC time) on **March 15, 2010**. Applications sent by U.S. mail must be postmarked on or before **March 15, 2010** to be eligible for review. Applications may not be emailed or faxed.

Under very extraordinary circumstances, ED may change the deadline date for a grant competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in the section under Electronic Submission of Applications.

## Page Limit

Applicants are strongly encouraged to limit the application narrative to the equivalent of not more than 25 pages. The limit of 25 pages only applies to responses to the selection criteria.

## **Project Director**

Applicants must provide the name of the person who will serve as project director and indicate the percentage of time the person will be dedicated to the grant project. We suggest that applicants include this information in the budget narrative section of the application.

## **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.

## **Required Meetings**

Applicants must budget for the project director to attend the Project Director's Orientation Meeting in the first year of the grant. Applicants should include funds for transportation, lodging for one night, and per diem costs. In addition, applicants should include funds for the project director or one person to attend the Office of Safe and Drug-Free Schools National Conference in the second year of the grant. For planning purposes, applicants should include funds for transportation, lodging for two nights and three days, and per diem costs. Both meetings will be held in Washington, DC.

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

The review of applications and notification of awards for this grant competition requires approximately 8 to 10 weeks. We expect to notify successful applicants by mid June 2010. Unsuccessful applicants will be notified within 60 days after awards are announced.

## **Human Subjects Research Activities**

Please see Item 3 of the Instructions for Supplemental Information for Standard Form 424 in Section IV of this application package. Projects funded under this grant program may be subject to protection of human subjects research requirements. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at 202-260-3353.

## **Expectations of the U.S. Department of Education**

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by ED and its contractors. At a minimum, grantees are expected to:

- ❑ Maintain records on the program implementation and operation of their project;
- ❑ Monitor and maintain all financial records;
- ❑ Maintain records on the extent to which the program objectives are being met;
- ❑ Include specific performance measures in their evaluation plan and performance reports; and
- ❑ Make ongoing project information, findings, and products available to ensure the dissemination of knowledge gained from this grant program.

Staff in the Office of Safe and Drug-Free schools will monitor all grantee projects to ensure that applicable statutory and regulatory procedures are followed.

### **Contracting for Services**

Generally, all procurement transactions must be conducted in a manner providing full and open competition, consistent with the standards in Section 80.36 and Sections 74.40 through 74.48 of EDGAR. This section requires that grantees use their own procurement procedures (which reflect state and local laws and regulations) to select contractors, provided that those procedures meet certain standards described in EDGAR, available online at [www.ed.gov/policy/fund/reg/edgarReg/edgar.html](http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html).

Because grantees must use appropriate procurement procedures to select contractors, applicants **should not include information about specific vendors or the names of specific contractors** in their application that will be used to provide services for the proposed project. Applicants may include information about the scope of work to be completed by outside contractors and contractor qualifications, however, they should not pre-identify a specific contractor or enter into an agreement with any contractor(s) until after the grant has been awarded and a post-award discussion has occurred with the assigned Federal Project Officer.

Consistent with the limitations in Section 75.515 of EDGAR concerning the use of consultants, contractors, or consultants that may be used to help prepare grant applications, but their participation in the application development process should not be presumed to result in the receipt of a contract for work under the project if a grant is awarded. Applicants may include in their budget a reasonable sum for costs to prepare the grant application. This sum should be based on an appropriate hourly rate of pay and may be charged only in the first year of the grant.

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

The Government Performance and Results Act of 1993 (GPRA) is designed to address problems identified by Congress more than a decade ago, including lack of performance data that can be used both by federal program managers to improve program efficiency and effectiveness, and by Congress to ensure that spending decisions and oversight are informed by information about program performance. GPRA seeks to improve public confidence in the capability of the federal government by systematically holding federal agencies accountable for achieving results, promote an increased focus on results and service quality, and help federal managers improve program quality.

If funded, applicants will be expected, consistent with one of the statutory purposes of this program (see 20 U.S.C. 6715 (b) (5) (A)), to provide information on the results of any independent research and evaluation assistance supported to determine the effects of the Cooperative Civic Education and Economic Education Exchange Program on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

In addition, funded applicants responding to the Invitational Priority are encouraged to collect and submit data on the effects of the program on the knowledge and skills of students, and the classroom practice (s) of participating teachers.

Grantees will be expected to collect and report data from the project to the Department in their annual and final performance reports. Grantees are expected to complete all performance reports using the ED Form 524B. Copies of the form are available at the following Web site: [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_coverfill.pdf](http://www.ed.gov/fund/grant/apply/appforms/ed524b_coverfill.pdf) and [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_status.doc](http://www.ed.gov/fund/grant/apply/appforms/ed524b_status.doc).

The ED Form 524B performance report requires that grantees provide performance data as well as data on all project specific objectives outlined in each grant application. Additional information about completing the required performance reports may be found at the following Web site: [www.ed.gov/admins/grants/apply/techassist/index.html](http://www.ed.gov/admins/grants/apply/techassist/index.html).

### **Tips for Preparing and Submitting an Application**

#### **A. Getting Started**

Read this application package carefully and make sure you follow all of the instructions. Read the Frequently Asked Questions section in this application package. Visit the 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 there is information about this grant competition that you do not understand, contact Rita Foy Moss at [rita.foy.moss@ed.gov](mailto:rita.foy.moss@ed.gov).

## B. Preparing Your Application

- Write a thorough program description so that someone who knows nothing about your organization or your program plan can fully understand what you are proposing.
- Organize the application according to the selection criteria and respond comprehensively. Pay careful attention to the information listed in the “Notes” section of each criterion.
- Include a budget request (ED Form 524) and provide a budget narrative justification. The budget narrative should provide sufficient detail about planned expenditures so ED staff and reviewers can easily determine how the funds will be spent. Also, it is helpful to include information about the percent of time that the Project Director will work on the project, regardless of how the position is funded.
- Link the planned expenditures to the goals and objectives of the project. Do not request funds for miscellaneous or undefined purposes and make sure to demonstrate that all proposed expenditures are reasonable and necessary to carry out the project.
- Make sure all required forms are included and signed by the Authorized Representative of your organization.

**Note: If you are submitting your application electronically, the Department’s e-Grants Web site will be unavailable because of upgrades to our system from February 10-15, 2010. This means that you will not be able to work on-line to complete your forms or upload your narrative sections and submit your final application electronically to the Department during this time. You will have to wait until the system is available again on February 16, 2010 to do so. Our recommendation is that you download a copy of the application before February 10, 2010 so that you will have the information you need to work on developing your narrative section while the system is unavailable. We will not grant an extension to the submission deadline because of the system unavailability during February 10-15, 2010.**

## C. Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before it is submitted.
- Transmit your application by the deadline date. If you submit the application electronically, you must use the Department of Education’s e-Grants Web site. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt.

## D. Next Steps

- Applicants submitting by mail should receive a postcard in approximately two weeks (depending on the volume of applications received) from the ED's Application Control Center (ACC) acknowledging receipt of your application and providing an assigned PR/Award number. If you do not receive this notification within 15 business days from the application deadline date, contact ED's ACC for information at (202) 245-6288 or by email at [application.center@ed.gov](mailto:application.center@ed.gov) . If the application is submitted electronically, the PR/Award number will be generated automatically when you submit your application. Please refer to this PR/Award number if there is a need to contact ED about your application.
- Applications will be screened by staff in the Office of Safe Drug-Free Schools (OSDFS) to ensure that all program eligibility requirements are met, and all forms are included and signed by the Authorized Representative.
- Applications will be assigned to a three-person panel of independent peer reviewers who evaluate and score the applications according to the selection criteria provided in this application package. Applications will receive a score from 0 to 100 depending on how well the application responds to the requirements of eligibility and the selection criteria.
- A grant award notification document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers. Please be sure your application contains a valid email and mailing address for both the Project Director and Authorized Representative so that reviewers' comments can be successfully delivered.

## EVALUATION REQUIREMENTS

The Notice Inviting Applications contains an invitation priority for projects that propose to use pre- and post-intervention testing, or more rigorous methods, to measure the effects of the Cooperative Civic Education and Economic Education Exchange Program on the knowledge and skills of students and the classroom practices (s) of participating teachers, and the effects of the program on students' ability to identify effective participation in and the preservation and improvement of an efficient market economy. As the Notice Inviting Applications notes, applications that address this priority will not receive an absolute or competitive preference over applications that do not address this priority.

In preparing the project design and evaluation plan, applicants are encouraged to carefully review information from similar projects and the research literature to determine what has or has not been shown to be successful. Applicants also are encouraged to reflect up-to-date knowledge from research and effective practice in the project design. The evaluation plan should demonstrate both qualitative and quantitative measures. Applicants also should include a description of all evaluation instruments they intend to use.

Under this grant competition applicants will be expected, consistent with one of the statutory purposes of this program (see 20 U.S.C. 6715 (b) (5) (A)), to provide information on the results of any independent research and evaluation assistance supported to determine the effects of the Cooperative Civic Education and Economic Education Exchange Program on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy, and on students' ability to identify effective participation in, and the preservation and improvement of an efficient market economy.

In addition, applicants responding to the Invitational Priority are encouraged to use pre- and post-intervention testing, or more rigorous methods, to measure, collect, and submit data on the effects of the Cooperative Civic Education and Economic Education Exchange Program.

### Definitions

Eligible Applicants - Eligible applicants are defined as organizations, in the United States, experienced in the development of curricula and programs in civic and government education or economic education for students in elementary and secondary schools in countries other than the United States.

Primary Participants - Primary participants in the cooperative education exchange programs assisted through this grant shall be educational leaders in the areas of civic and government education, economic education, including teachers, curriculum and teacher training specialists, scholars in the relevant disciplines, and educational

policymakers, and government and private sector leaders from the United States and eligible countries.

Eligible Countries - The legislation for this program defines the term eligible country as a Central European country, an Eastern European country, Lithuania, Latvia, Estonia, the independent states of the former Soviet Union as defined in section 3 of the FREEDOM Support Act (22 U.S.C. 5801), the Republic of Ireland, the Province of Northern Ireland in the United Kingdom, and any developing country (as such term is defined in section 209 (d) of the Education for the Deaf Act, 20 U.S.C 4359 a (d)) if the Secretary with concurrence of the Secretary of State, determines that such a developing country has a democratic form of government. A list of the eligible countries for fiscal year 2010 is included in this application package.

### **Funding Priorities**

This competition includes two absolute priorities and one invitational priority. In accordance with 34 CFR 75.105 (b) (2) (iv), the absolute priorities are from section 2345 (c) of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6715 (c)). To be considered for funding, each applicant must address the absolute priority.

For fiscal year 2010, there are two absolute priorities, one for civic education and one for economic education. Under 34 CFR 75.105 (c) (3), we consider only applications that meet one of these priorities.

**Absolute Priority 1 - Civic Education**  
**Proposes to carry out a cooperative exchange program in civics and government education**

To meet this priority, each applicant that proposes a project to carry out a cooperative civic education exchange program must propose to carry out each of the following activities:

- (1) Provide to the participants from eligible countries--
  - (A) Seminars on the basic principles of United States constitutional democracy, including seminars on the major governmental institutions and systems in the United States, and visits to such institutions;
  - (B) Visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in civics and government education, in the United States;
  - (C) Translations and adaptation with respect to United States civics and government education, curricular programs for students and teachers, and in the case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and

(D) Independent research and evaluation assistance to determine the effects of the cooperative civic education exchange programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

(2) Provide to the participants from the United States--

- (A) Seminars on the histories and systems of government of eligible countries;
- (B) Visits to school systems, institutions of higher education, and organizations conducting exemplary programs in civics and government education located in eligible countries;
- (C) Assistance from educators and scholars in eligible countries in the development of curricular materials on the history and government of such countries that are useful in United States classroom;
- (D) Opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries;
- (E) Independent research and evaluation assistance to determine the effects of the cooperative civic education exchange programs assisted through this grant on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and
- (F) Assist participants from eligible countries and the United States to participate in international conferences on civics and government education for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

<p><b>Absolute Priority 2 - Economic Education</b> <b>Proposes to carry out a cooperative exchange program in economic education</b></p>
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To meet this priority, each applicant that proposes a project to carry out a cooperative economic education exchange program must propose to carry out each of the following activities:

(1) Provide to the participants from eligible countries--

- (A) Seminars on the basic principles of the economic system in the United States, including seminars on the economic system institutions in the United States, and visits to such institutions;
- (B) Visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in economic education, in the United States;
- (C) Translations and adaptation with respect to United States economic education, curricular programs for students and teachers, and in the case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and
- (D) Independent research and evaluation assistance to determine the effects of the cooperative economic education exchange programs on students' ability to

identify effective participation in, and the preservation and improvement of an efficient market economy.

- (2) Provide to the participants from the United States--
- (A) Seminars on the economies of eligible countries;
  - (B) Visits to school systems, institutions of higher education, and organizations conducting exemplary programs in economic education located in eligible countries;
  - (C) Assistance from educators and scholars in eligible countries in the development of curricular materials on the economy of such countries that are useful in United States classroom;
  - (D) Opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries;
  - (E) Independent research and evaluation assistance to determine the effects of the cooperative economic education exchange programs assisted through this grant on students' ability to identify effective participation in, and the preservation and improvement of an efficient market for the preservation and improvement of an efficient market economy; and
  - (F) Assist participants from eligible countries and the United States to participate in international conferences on economic education for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

<b>Invitational Priority - Performance Data</b>
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Under 34 CFR 75.105 (c) (1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications. Under this invitational priority, grant applicants may consider: The Secretary is particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods, to measure the effects of the Cooperative Civic Education and Economic Education Exchange Program on the knowledge and skills of students and the classroom practice (s) of participating teachers.

### **Selection Criteria**

The following selection criteria will be used to evaluate applications under this grant competition. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The maximum number of possible points for all selection criteria is 100.

- 1) Significance - 15 points
- 2) Quality of the Project Design - 30 points
- 3) Quality of the Project Services - 25 points
- 4) Quality of Project Personnel - 10 points
- 5) Quality of the Project Evaluation - 20 points

### **1. Significance (15 points)**

In determining the significance of the proposed project, the Secretary considers one or more of the following factors:

- A. The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies.
- B. The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.
- C. The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies.

*Note: In response to this criterion, the applicant may wish to consider the significance and potential contributions of the proposed project, both nationally and internationally. The applicant may wish to consider potential contributions of promising new strategies to increase the knowledge or understanding in civic education or economic education. The applicant may wish to consider the magnitude of the proposed project on improvements in teaching, learning, and student achievement.*

### **2. Quality of the Project Design (30 points)**

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

- A. The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.
- B. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
- C. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- D. The extent to which the proposed project reflects up-to-date knowledge from research and effective practice.
- E. The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project activities.

*Note: In response to this criterion, the applicant may wish to consider how the proposed project meets the priority and statutory requirements of this grant program. The applicant may wish to consider how the design of the proposed project successfully meets the needs of the target populations, both national and international. The applicant may wish to consider describing the target populations, both national and international.*

*The applicant also may wish to consider quality and appropriateness of the methodological tools proposed for the project. The applicant may wish to consider how the project is based on current research about effective instructional and implementation strategies, and evidence to support how the project differs from and/or improves upon previous efforts in the field.*

### **3. Quality of the Project Services (25 points)**

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

- A. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
- B. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.
- C. 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.
- D. 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.

*Note: In response to this criterion, the applicant may wish to address the quality, appropriateness, and sufficiency of the proposed project services to the target populations. The applicant may wish to provide a description of the target populations to be served, along with the type of project services to be implemented. Also, the applicant may wish to address how the proposed project services reflect up-to-date knowledge from research and effective practice. The applicant may wish to address how proposed project services lead to the improvement of civic education or economic education at the local, state, national, and international levels. The applicant may wish to consider providing information on the proposed projects involvement and collaboration with appropriate partners.*

#### **4. Quality of Project Personnel (10 points)**

In determining the quality of the project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. In addition, the Secretary considers the following factors:

- A. The qualifications, including relevant training and experience, of key project personnel.
- B. The qualifications, including relevant training, of project consultants and subcontractors.

*Note: In response to this criterion, the applicant may wish to consider providing evidence of the organization's commitment to equal employment opportunities within the proposed project. The applicant may wish to consider providing a summary on key personnel qualifications. As part of the summary, the applicant may wish to consider including a special emphasis on the background, training, and experiences of key personnel related to the focus of the proposed project. Short detailed resumes or vitae should be included as an appendix.*

#### **5. Quality of the Project Evaluation (20 points)**

In determining the quality of the evaluation, the Secretary considers one or more of the following factors:

- A. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- B. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

*Note: See the section on Evaluation Requirements (page 24) for a discussion and guidance on what applicants may wish to consider under Project Evaluation.*

## Frequently Asked Questions

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

- The goal of this grant competition is to provide funds to improve the quality of civic and government education, and economic education in the United States, to foster competence and responsibility, and to improve the quality of civic education and economic education through programs and activities with emerging democracies. The funds will be used to create and implement programs and interventions in civic and government education or economic education for teachers and students in elementary and secondary classrooms.

### Who is eligible to apply?

- This grant competition is open to organizations in the United States experienced in the development of curricula and programs in civic and government education, or economic education for students and teachers in elementary and secondary schools in countries other than the United States, to carry out civic education or economic education activities.

### What is the deadline date for applications under this grant competition?

- There is a new extended deadline date of **March 15, 2010**. A Correction Notice was published in the Federal Register on February 5, 2010 to extend the application deadline to **March 15, 2010**. This date replaces the previous March 8, 2010 date listed in the Federal Register and posted in an earlier version of the application package on the following Web sites: <http://e-grants.ed.gov> and <http://www.ed.gov/programs/coopededchange/index.html>.

### May I get an extension of the deadline date?

- Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Department announces such a change in a notice published in the Federal Register.

### Do applications have to be submitted electronically?

- No. The FY 2010 Cooperative Civic Education and Economic Education Exchange Program does not have a mandatory electronic submission. Please Note: You may not submit your application by e-mail or facsimile.

### **How do applicants submit electronic applications?**

- To submit an application electronically, please use the Department of Education's Electronic Grant Application System (e-Application) accessible through the Department's e-Grants Web site at <http://e-grants.ed.gov>. Instructions on electronic submission can be found in this application package. Please follow the instructions carefully.

### **How do applicants register to submit electronically?**

- 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 Demonstration available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930.

### **Other than the normal hours of operation that the system is unavailable for maintenance (See Federal Register notice for regularly scheduled maintenance times), is there any other time the system will be unavailable prior to the application deadline date?**

- If you are submitting your application electronically, the Department of Education's e-Grants Web site will be unavailable from February 10-15, 2010 because of upgrades to our system. This means that you will not be able to work on-line to complete your forms or upload your narrative sections and submit your final application electronically to the Department during this time. You will have to wait until the system is available again on February 16, 2010 to do so. Our recommendation is that you download a copy of the application before February 10, 2010 so you will have the information you need to work on developing your narrative sections while the system is unavailable. We will not grant an extension to the submission deadline because of the system unavailability during February 10-15, 2010.

### **Do I need to include the address for responses in the letter to the State Single Point of Contact?**

- Yes, you should direct them to send comments to the following address: The Secretary, EO 12372-CFDA #84.304A, U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW, Washington, DC, 20202.

**What is required if my State Single Point of Contact indicates that they are not reviewing application for this grant competition?**

- You should include a copy of such a response from the State Single Point of Contact in the application package submitted to the U.S. Department of Education and check the appropriate line on the SF 424 form.

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

- You must submit your application to the State Single Point of Contact on or before the deadline date for transmitting the application to the Department.

**If you submit an application electronically, are there any compatibility restrictions, especially if Microsoft Vista is used?**

- 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 an application is submitted electronically, are there any restrictions on the file name length or size of the document?**

- No, e-Application does not have a restriction on the number of characters in a file name or the size of a file being uploaded into the system. However, in the past, we have encountered problems opening files that had large names or were extremely large documents, especially those that had quite a number of graphics embedded in the document. We suggest you limit these so that the Department will not have any problems accessing the attachments you submit.

**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 the Appendices section of e-Application or you may fax the signed forms to the Department of Education. These documents may be faxed to (202) 485-0013, to the attention of Rita Foy Moss and must be received within three days of your application submission.

**What are the project and budget periods for these grants?**

- The project period is 36 months. Projects will be funded for one year with an option for each additional year, contingent upon substantial progress by the

grantee and the availability of funds. A budget should be submitted for each year. We intend the project and budget periods for projects funded under this grant competition to be July 1, 2010 - June 30, 2013.

**How much money is available under this grant competition?**

- There is \$2,682,787 available under this grant competition.

**How many new awards will be made?**

- It is estimated that 2 new awards will be made, one in civic education and one in economic education.

**Is there a matching requirement?**

- This program does not involve cost sharing or matching requirements.

**Is there a restricted indirect cost rate for this program?**

- No. For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, or Department of the Interior) or State education agency. Grantees are not required to charge the grant for indirect costs. If grantees wish to charge indirect costs, they must provide proof of the approved rate with the grant application.

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 the Department 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).

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

- Yes, as long as the activities directly support the purposes of the grant program.

**Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?**

- There is no daily limit or cap for consultant fees. However, all costs charged to a grant, including consultant fees, should be, as provided for in the OMB Cost Circulars, reasonable. Information related to these fees should be included on ED Form 524 under the Contractual budget category. Also, applicants should be sure to fully substantiate all expenditures in the budget narrative.

## **Does my application have to address both absolute priorities and the invitational priority?**

- This competition includes two absolute priorities and one invitational priority. To be considered for funding, each applicant must address one absolute priority and the activities specified under that priority. We do not give an application that meets the invitational priority a competitive or absolute preference over other applications. The Secretary is particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods to measure the effects of this program on the knowledge and skills of students and the classroom practice (s) of participating teachers.

## **What countries are eligible to participate in this program?**

- The list of eligible countries is included in the General Application Instructions and Information section of this application package. The approved list of eligible countries for fiscal year 2010 is also posted at the following Web sites: <http://e-grants.ed.gov> and [www.ed.gov/programs/coopedexchange/index.html](http://www.ed.gov/programs/coopedexchange/index.html).

## **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.justice.gov/oip/04\\_3.html](http://www.justice.gov/oip/04_3.html).

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

- You may contact Rita Foy Moss, Education Program Specialist, U.S. Department of Education, 400 Maryland Avenue, SW, PCP, Room 10006, Washington, DC 20202, Telephone: 202/245-7866, Fax: 202/485-0013, E-mail: [rita.foy.moss@ed.gov](mailto:rita.foy.moss@ed.gov) .

### III. LEGAL AND REGULATORY DOCUMENTS

**Correction Notice for the Office of Safe and Drug-Free Schools Notice Inviting Applications for the Cooperative Civic Education and Economic Education Exchange Program, CFDA 84.304A. The notice changed the Deadline for Applications and Intergovernmental Review dates that were published in the original application notice published on January 20, 2010.**

#### **Federal Register Publication Date – February 5, 2010**

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools; Cooperative Civic Education and Economic Education Exchange Program

Catalog of Federal Domestic Assistance (CFDA) Number: 84.304A.

**ACTION:** Correction; Notice inviting applications for new awards for fiscal year (FY) 2010.

**SUMMARY:** On January 20, 2010, we published in the Federal Register (75 FR 3212) a notice inviting applications for FY 2010 for the Cooperative Civic Education and Economic Education Exchange Program. The notice stated that a list of eligible countries was included in the application package (75 FR 3214). The list of eligible countries included in the application package at the time the notice inviting applications for FY 2010 was published was the list that was used in the FY 2009 program grant competition. However, an updated list of eligible countries has since been approved for FY 2010. The new list of eligible countries for FY 2010 is included in an updated application package that has been posted to the following Department of Education Web sites: <http://e-Grants.ed.gov> and <http://www.ed.gov/programs/coopedexchange/applicant.html>. Therefore, in order to give

applicants adequate time to access the updated application package, we are changing the deadline for the submission of applications to March 15, 2010. With this change in the deadline date, we are also changing the deadline date for intergovernmental review.

The specific changes to be made are as follows:

On page 3213, the first column, the date listed for Deadline for Transmittal of Applications is changed to read "March 15, 2010."

On page 3213, the first column, the date listed for Deadline for Intergovernmental Review is changed to read "May 14, 2010."

On page 3214, third column, the date listed for Deadline for Transmittal of Applications is changed to read "March 15, 2010."

On page 3214, third column, the date listed for Deadline for Intergovernmental Review is changed to read "May 14, 2010."

FOR FURTHER INFORMATION CONTACT: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., Potomac Center Plaza, room 10006, Washington, DC 20202. Telephone: (202) 245-7866, or by e-mail at [rita.foy.moss@ed.gov](mailto:rita.foy.moss@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.

Accessible Format: Individuals with disabilities can obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed under FOR FURTHER INFORMATION CONTACT.

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:

<http://www.gpoaccess.gov/nara/index.html>.

Dated: February 2, 2010

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

**Notice Inviting Applications**  
**Federal Register Publication Date – January 20, 2010**

4000-01-U  
DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Grant Competition for the Cooperative Civic Education and Economic Education  
Exchange Program

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

Catalog of Federal Domestic Assistance (CFDA) Number:

84.304A.

Dates:

Applications Available: January 20, 2010.

Deadline for Transmittal of Applications: March 8, 2010.

Deadline for Intergovernmental Review: May 5, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Cooperative Civic Education and Economic Education Exchange Program provides grants to improve the quality of civic education and economic education through cooperative civic and economic education exchange programs with emerging democracies.

Note: This competition invites applications that address civic education or economic education. We estimate that one award will be made to an application addressing the

absolute priority for civic education and one award will be made to an application that addresses the absolute priority for economic education.

Priorities: This competition includes two absolute priorities and one invitational priority.

In accordance with 34 CFR 75.105 (b) (2) (iv), the absolute priorities are from section 2345 (c) of the Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6715(c)).

Absolute Priorities: For FY 2010, there are two absolute priorities, one for civic education, and one for economic education. Under 34 CFR 75.105 (c) (3) we consider only applications that meet one of these priorities.

These priorities are:

Absolute Priority 1--Civic Education

Each applicant that proposes a project to carry out a cooperative civic education exchange program must propose to carry out each of the following activities:

(1) Provide to the participants from eligible countries--

(A) Seminars on the basic principles of United States constitutional democracy, including seminars on the major governmental institutions and systems in the United States, and visits to such institutions;

(B) Visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in civics and government education, in the United States;

(C) Translations and adaptations with respect to United States civics and government education, curricular programs for students and teachers, and in the case of training

programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and

(D) Independent research and evaluation assistance to determine the effects of the cooperative civic education exchange programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy.

(2) Provide to the participants from the United States--

(A) Seminars on the histories and systems of government of eligible countries;

(B) Visits to school systems, institutions of higher education, and organizations conducting exemplary programs in civics and government education, located in eligible countries;

(C) Assistance from educators and scholars in eligible countries in the development of curricular materials on the history and government of such countries that are useful in United States classrooms;

(D) Opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries;

(E) Independent research and evaluation assistance to determine the effects of the cooperative civic education exchange programs assisted through this grant on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and

(F) Assist participants from eligible countries and the United States to participate in international conferences on civics and government education for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

## Absolute Priority 2--Economic Education

Each applicant that proposes to carry out a cooperative economic exchange program must propose to carry out each of the following activities:

(1) Provide to the participants from eligible countries--

(A) Seminars on the basic principles of the economic system in the United States, including seminars on the economic institutions in the United States, and visits to such institutions;

(B) Visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in economic education, in the United States;

(C) Translations and adaptations with respect to United States economic education, curricular programs for students and teachers, and in the case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and

(D) Independent research and evaluation assistance to determine the effects of the cooperative economic education exchange programs on students' ability to identify effective participation in, and the preservation and improvement of an efficient market economy.

(2) Provide to the participants from the United States--

(A) Seminars on the economies of eligible countries;

(B) Visits to school systems, institutions of higher education, and organizations conducting exemplary programs in economic education located in eligible countries;

(C) Assistance from educators and scholars in eligible countries in the development of curricular materials on the economy of such countries that are useful in United States classrooms;

(D) Opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries;

(E) Independent research and evaluation assistance to determine the effects of the cooperative economic education exchange programs assisted through this grant on students' ability to identify effective participation in, and the preservation and improvement of an efficient market economy; and

(F) Assist participants from eligible countries and the United States to participate in international conferences on economic education for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

Within the absolute priorities, we are particularly interested in applications that address the following invitational priority.

Invitational Priority: Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

Performance Data

We are particularly interested in projects that use pre- and post-intervention testing, or more rigorous methods, to measure the effects of the Cooperative Civic Education and Economic Education Exchange Program on the knowledge and skills of students and the classroom practice(s) of participating teachers.

Program Authority: 20 U.S.C. 6711-6716.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

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

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$2,682,787.

Estimated Range of Awards: \$700,000-\$1,982,787.

Estimated Average Size of Awards: \$1,341,393.

Estimated Number of Awards: 2.

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

Project Period: Up to 36 months.

## III. Eligibility Information

1. Eligible Applicants: Organizations in the United States experienced in the development of curricula and programs in civics and government education, or economic education for students in elementary schools and secondary schools in countries other than the United States.
2. Eligible Country: For the purpose of this grant competition, the term eligible country means a Central European country, an Eastern European country, Lithuania, Latvia, Estonia, the independent states of the former Soviet Union as defined in section 3 of the FREEDOM Support Act (22 U.S.C. 5801), the Republic of Ireland, the province of Northern Ireland in the United Kingdom, and any developing country (as such term is defined in section 209 (d) of the Education for the Deaf Act (20 U.S.C. 4359a(d)) if the

Secretary, with the concurrence of the Secretary of State, determines that such developing country has a democratic form of government. (See 20 U.S.C. 6715(g)). A list of the countries is included in the application package.

3. Cost Sharing or Matching: This program does not require cost sharing or matching.

4. Other: Primary participants in the cooperative education exchange programs assisted through this grant shall be educational leaders in the areas of civic and government education, and economic education, including teachers, curriculum and teacher training specialists, scholars in relevant disciplines, educational policymakers, and government and private sector leaders from the United States and eligible countries. (See 20 U.S.C. 6715(d)).

#### IV. Application and Submission Information

1. Address to Request Application Package: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., Potomac Center Plaza (PCP), room 10006, Washington, DC 20202. Telephone: (202) 245-7866 or by e-mail: rita.foy.moss@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.

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 in this section.

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 the Cooperative Civic Education and Economic Education Exchange Program competition.

**Page Limit:** The application narrative (Part III of the application is where you, the applicant, address the selection criteria that reviewers use to evaluate your application.

You must limit the application narrative [Part III] to no more than 25 pages, using the following standards:

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

An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support.

However, the page limit does apply to all of the application narrative section [Part III].

Our reviewers will not read any pages of your application that exceed the page limit.

### 3. Submission Dates and Times:

Applications Available: January 20, 2010.

Deadline for Transmittal of Applications: March 8, 2010.

Applications for grants under this 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. 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: May 5, 2010.

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

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

6. Other Submission Requirements: Applications for grants under this competition 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 competition 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 acknowledgement 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 program contact listed under For Further Information Contact in section VII of this notice.

- We may request that you provide us original signatures on 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 acknowledgement 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 84.304A)  
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 Application 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 84.304A)  
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 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 part 75.210 in EDGAR 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. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

4. Performance Measure: If funded, applicants will be expected, consistent with one of the statutory purposes of this program (see 20 U.S.C. 6715(b)(5)(A)), to provide information on the results of any independent research and evaluation assistance supported to determine the effects of the Cooperative Civic Education and Economic Education Exchange Program on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy and market economies. In addition, funded applicants responding to the

Invitational Priority are encouraged to collect and submit data on the effects of the program on the knowledge and skills of students, and the classroom practice(s) of participating teachers.

#### VII. Agency Contact

For Further Information Contact: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., PCP, room 10006, Washington, DC 20202. Telephone: (202) 245-7866, FAX: (202) 485-0013 or by e-mail: rita.foy.moss@ed.gov. If you use a TDD, call the 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 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: January 14, 2010

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

**AUTHORIZING LEGISLATION  
SECTION 2341, PART C, SUBPART 3  
TITLE II, ESEA**

**Subpart 3 — Civic Education**

**SEC. 2341. SHORT TITLE.**

This subpart may be cited as the 'Education for Democracy Act'.

**SEC. 2342. PURPOSE.**

It is the purpose of this subpart —

- (1) to improve the quality of civics and government education by educating students about the history and principles of the Constitution of the United States, including the Bill of Rights;
- (2) to foster civic competence and responsibility; and
- (3) to improve the quality of civic education and economic education through cooperative civic education and economic education exchange programs with emerging democracies.

**SEC. 2343. GENERAL AUTHORITY.**

(a) **AUTHORITY-** The Secretary is authorized to award grants to, or enter into contracts with —

- (1) the Center for Civic Education, to carry out civic education activities under sections 2344 and 2345;
- (2) the National Council on Economic Education, to carry out economic education activities under section 2345; and
- (3) organizations experienced in the development of curricula and programs in civics and government education and economic education for students in elementary schools and secondary schools in countries other than the United States, to carry out civic education activities under section 2345.

(b) **DISTRIBUTION FOR COOPERATIVE CIVIC EDUCATION AND ECONOMIC EDUCATION EXCHANGE PROGRAMS-**

- (1) **LIMITATION-** Not more than 40 percent of the amount appropriated under section 2346 for a fiscal year shall be used to carry out section 2345.
- (2) **DISTRIBUTION-** Of the amount used to carry out section 2345 for a fiscal year (consistent with paragraph (1)), the Secretary shall use —
  - (A) 37.5 percent for a grant or contract for the Center for Civic Education;
  - (B) 37.5 percent for a grant or contract for the National Council on Economic Education; and
  - (C) 25 percent for not less than 1, but not more than 3, grants or contracts for organizations described in subsection (a)(3).

**SEC. 2344. WE THE PEOPLE PROGRAM.**

(a) **THE CITIZEN AND THE CONSTITUTION-**

- (1) **EDUCATIONAL ACTIVITIES-** The Center for Civic Education —

(A) shall use funds made available under grants or contracts under section 2343(a)(1) —

- (i) to continue and expand the educational activities of the program entitled the 'We the People... The Citizen and the Constitution' program administered by such center;
- (ii) to carry out activities to enhance student attainment of challenging academic content standards in civics and government;
- (iii) to provide a course of instruction on the basic principles of the Nation's constitutional democracy and the history of the Constitution of the United States, including the Bill of Rights;
- (iv) to provide, at the request of a participating school, school and community simulated congressional hearings following the course of instruction described in clause (iii); and
- (v) to provide an annual national competition of simulated congressional hearings for secondary school students who wish to participate in such a program; and

(B) may use funds made available under grants or contracts under section 2343(a)(1) —

- (i) to provide advanced, sustained, and ongoing training of teachers about the Constitution of the United States and the political system of the United States;
- (ii) to provide materials and methods of instruction, including teacher training, that utilize the latest advancements in educational technology; and
- (iii) to provide civic education materials and services to address specific problems such as the prevention of school violence and the abuse of drugs and alcohol.

(2) AVAILABILITY OF PROGRAM- The education program authorized under this subsection shall be made available to public and private elementary schools and secondary schools, including Bureau funded schools, in the 435 congressional districts, and in the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(b) PROJECT CITIZEN-

(1) EDUCATIONAL ACTIVITIES- The Center for Civic Education —

(A) shall use funds made available under grants or contracts under section 2343(a)(1) —

- (i) to continue and expand the educational activities of the program entitled the 'We the People... Project Citizen' program administered by the Center;
- (ii) to carry out activities to enhance student attainment of challenging academic content standards in civics and government;
- (iii) to provide a course of instruction at the middle school level on the roles of State and local governments in the Federal system established by the Constitution of the United States; and
- (iv) to provide an annual national showcase or competition; and

(B) may use funds made available under grants or contracts under section 2343(a)(1) —

- (i) to provide optional school and community simulated State legislative hearings;

(ii) to provide advanced, sustained, and ongoing training of teachers on the roles of State and local governments in the Federal system established by the Constitution of the United States;

(iii) to provide materials and methods of instruction, including teacher training, that utilize the latest advancements in educational technology; and

(iv) to provide civic education materials and services to address specific problems such as the prevention of school violence and the abuse of drugs and alcohol.

(2) AVAILABILITY OF PROGRAM- The education program authorized under this subsection shall be made available to public and private middle schools, including Bureau funded schools, in the 50 States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(c) BUREAU-FUNDED SCHOOL DEFINED- In this section, the term 'Bureau-funded school' has the meaning given such term in section 1146 of the Education Amendments of 1978 (25 U.S.C. 2026).

## **SEC. 2345. COOPERATIVE CIVIC EDUCATION AND ECONOMIC EDUCATION EXCHANGE PROGRAMS.**

(a) COOPERATIVE EDUCATION EXCHANGE PROGRAMS- The Center for Civic Education, the National Council on Economic Education, and organizations described in section 2343(a)(3) shall use funds made available under grants or contracts under section 2343 to carry out cooperative education exchange programs in accordance with this section.

(b) PURPOSE- The purpose of the cooperative education exchange programs carried out under this section shall be —

(1) to make available to educators from eligible countries exemplary curriculum and teacher training programs in civics and government education, and economics education, developed in the United States;

(2) to assist eligible countries in the adaptation, implementation, and institutionalization of such programs;

(3) to create and implement civics and government education, and economic education, programs for students that draw upon the experiences of the participating eligible countries;

(4) to provide a means for the exchange of ideas and experiences in civics and government education, and economic education, among political, educational, governmental, and private sector leaders of participating eligible countries; and

(5) to provide support for —

(A) independent research and evaluation to determine the effects of educational programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and

(B) effective participation in, and the preservation and improvement of, an efficient market economy.

(c) ACTIVITIES- In carrying out the cooperative education exchange programs assisted under this section, the Center for Civic Education, the National Council on Economic Education, and organizations described in section 2343(a)(3) shall —

- (1) provide to the participants from eligible countries —
  - (A) seminars on the basic principles of United States constitutional democracy and economic system, including seminars on the major governmental and economic institutions and systems in the United States, and visits to such institutions;
  - (B) visits to school systems, institutions of higher education, and nonprofit organizations conducting exemplary programs in civics and government education, and economic education, in the United States;
  - (C) translations and adaptations with respect to United States civics and government education, and economic education, curricular programs for students and teachers, and in the case of training programs for teachers, translations and adaptations into forms useful in schools in eligible countries, and joint research projects in such areas; and
  - (D) independent research and evaluation assistance —
    - (i) to determine the effects of the cooperative education exchange programs on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and
    - (ii) to identify effective participation in, and the preservation and improvement of, an efficient market economy;
- (2) provide to the participants from the United States —
  - (A) seminars on the histories, economies, and systems of government of eligible countries;
  - (B) visits to school systems, institutions of higher education, and organizations conducting exemplary programs in civics and government education, and economic education, located in eligible countries;
  - (C) assistance from educators and scholars in eligible countries in the development of curricular materials on the history, government, and economy of such countries that are useful in United States classrooms;
  - (D) opportunities to provide onsite demonstrations of United States curricula and pedagogy for educational leaders in eligible countries; and
  - (E) independent research and evaluation assistance to determine —
    - (i) the effects of the cooperative education exchange programs assisted under this section on students' development of the knowledge, skills, and traits of character essential for the preservation and improvement of constitutional democracy; and
    - (ii) effective participation in, and improvement of, an efficient market economy; and
- (3) assist participants from eligible countries and the United States to participate in international conferences on civics and government education, and economic education, for educational leaders, teacher trainers, scholars in related disciplines, and educational policymakers.

(d) PARTICIPANTS- The primary participants in the cooperative education exchange programs assisted under this section shall be educational leaders in the areas of civics and government education, and economic education, including teachers, curriculum and teacher training specialists, scholars in relevant disciplines, and educational policymakers, and government and private sector leaders from the United States and eligible countries.

(e) CONSULTATION- The Secretary may award a grant to, or enter into a contract with, the entities described in section 2343 to carry out programs assisted under this section

only if the Secretary of State concurs with the Secretary that such grant, or contract, respectively, is consistent with the foreign policy of the United States.

(f) AVOIDANCE OF DUPLICATION- With the concurrence of the Secretary of State, the Secretary shall ensure that —

(1) the activities carried out under the programs assisted under this section are not duplicative of other activities conducted in eligible countries; and

(2) any institutions in eligible countries, with which the Center for Civic Education, the National Council on Economic Education, or organizations described in section 2343(a)(3) may work in conducting such activities, are creditable.

(g) ELIGIBLE COUNTRY DEFINED- In this section, the term eligible country' means a Central European country, an Eastern European country, Lithuania, Latvia, Estonia, the independent states of the former Soviet Union as defined in section 3 of the FREEDOM Support Act (22 U.S.C. 5801), the Republic of Ireland, the province of Northern Ireland in the United Kingdom, and any developing country (as such term is defined in section 209(d) of the Education for the Deaf Act) if the Secretary, with the concurrence of the Secretary of State, determines that such developing country has a democratic form of government.

#### **SEC. 2346. AUTHORIZATION OF APPROPRIATIONS.**

There are authorized to be appropriated to carry out this subpart \$30,000,000 for fiscal year 2002 and such sums as may be necessary for each of the 5 succeeding fiscal years.

## 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 civic education, economic education, social science research, teacher education and professional development, international education, foreign exchange programs, program development, and program evaluation 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 to 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 ½ by 11 paper.
- Use consistent font no smaller than 11-point type throughout your document (you may use smaller text in charts or tables, as long as the text is legible). 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-Application must register with e-Grants.ed.gov. The D-U-N-S number used on the application must be the same number that the applicant’s organization 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.

**NOTE: If you are submitting your application electronically, the Department's e-Grants Web site will be unavailable because of upgrades to the system from February 10-15, 2010. This means that you will not be able to work on-line to complete your forms or upload your narrative sections and submit your final application electronically to the Department during this time. You will have to wait until the system is available again on February 16, 2010 to do so. Our recommendation is that you download a copy of the application before February 10, 2010 so that you will have the information you need to work on developing your narrative sections while the system is unavailable. We will not grant an extension to the submission deadline because of the system unavailability during February 10-15, 2010.**

## Organizing the Application

We recommend that applicants organize the information in their application in the order listed below. In addition, all pages should be numbered consecutively to make the review and evaluation of the application easier. If the application is submitted electronically, you 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 for your application. Item #11 of SF 424 should clearly identify the Catalog of Federal Domestic Assistance (CFDA) number and title of the grant competition under which funds are being requested. Please include the following: **CFDA #84.304A** and the **Cooperative Civic Education and Economic Education Exchange Program** as the title.

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 the instruction 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 number and program title 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 title where requested.

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

**3. Program Abstract:** Clearly identify this page with the applicant/organizational name as shown in item #8a of the SF 424. The abstract should not exceed one page and should provide a concise and accurate description of the proposed project including its goals and objectives, approaches to be used, and the expected outcomes.

**4. Project Narrative:** The narrative section must contain evidence that the applicant meets one of the absolute priorities and invitational priority of the grant competition. It 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 key considerations for this grant competition. A timeline or schedule of tasks and events, responsible person(s), project milestones(s), and/or proposed completion dates should be included in the narrative. This should be no more than 25 double-spaced typewritten pages.

**5. Budget Form (ED Form 524):** Use the Budget Information Form to prepare a budget that covers each of the budget periods (up to 36 months).

**6. Budget Narrative:** You must include a detailed budget narrative for the entire (up to 36 months) 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 proposed 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, allowable under the terms and conditions of the grant, and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail for ED staff to easily understand how costs were determined and if the budget is commensurate with the scope of the project.

**Note:** Failure to submit a detailed budget and narrative, for each year of the proposed project, may result in significant cuts to your request.

For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, and Department of the Interior) or assigned by your State

education agency. Remember to include evidence of a federally negotiated indirect cost rate.

**Note:** Applicants should use the appropriate program or operations rate specified in their institution's federally-approved indirect cost rate agreement in their proposed project budgets. Individuals who apply for any grant competition through ED are not allowed to budget for an indirect cost rate.

If you budget for contractual services, please note that indirect costs may be applied only to the first \$25,000 of each subcontract, regardless of the period covered by the subcontract.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain 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, ED will establish a temporary indirect cost rate for your project (i.e., 10 percent of the direct salaries and wages included in the budget for the project). Grantees will be allowed to draw at the temporary rate during the first 90 days after ED made the grant, as determined by the date of the Grant Award Notification. If a grantee does not submit an indirect cost rate proposal to its cognizant agency within the first 90 days, the grantee will not be allowed to draw any more funds for indirect costs until it obtains a federally recognized indirect cost rate from its cognizant agency. For more information about indirect cost rates, visit <http://www.ed.gov/about/offices/list/ocfo/intro.html>.

**7. Appendices and Forms:** This section should contain any supplementary information that applicants may choose to submit in support of applicant's capacity and preparation to undertake the proposed project. These documents may include resumes, letters of agreement with partner or 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 they will not be reviewed or returned.

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. All required ED Forms are available in e-Application, if submitting electronically.

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. The ED Forms required to submit the application are available electronically at the following Web site:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

**8. Assurances and Certifications:** This section should include the following: Assurances - Non-Construction Programs, Standard Form 424B, Certification Regarding Lobbying Form (formerly ED Form 80-0013), Disclosure of Lobbying Activities (Standard Form-LLL), and Survey on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only). In signing Standard Form 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 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."

If you submit your application electronically, you must print out the required forms, complete them, and either upload all signed forms to the e-Application Web site (under the Appendices section) or fax it (along with the Standard Form 424B and other forms) to the Office of Safe and Drug-Free Schools at (202) 485-0013 within three (3) working days of submitting your electronic application. You must indicate your PR/Award number in the upper right corner of the form.

## Intergovernmental Review of Federal Programs

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 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 Single Point of Contact 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 State Single Point of contact must be included with the application.**

To view a list of states that participate in the intergovernmental review process, visit [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/). **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 State Single Point of Contact and any comments from state, area-wide, regional, and local entities must be received by **May 14, 2010**, at the following address: The Secretary, EO 12372 – CFDA #84.304A, U.S. Department of Education, 400 Maryland Avenue, SW, 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Washington, DC time) on **May 14, 2010**. Please do not send applications to this address.

Note: Inquiries about obtaining a Federal grant should be sent to OMB by email or the postal address shown above. The best source for this information is the OMB Website at [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

## 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 status highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, 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 requirement of civil rights statues, 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, 400 Maryland Avenue, SW, PCP, Washington, DC 20202.

### **Instructions for Standard Forms**

- Application for Federal Assistance (Standard Form 424)
- Department of Education Supplemental Information Form for the Standard Form 424
- Budget Information – Non-Construction Programs (ED Form 524)
- Assurances – Non-Construction Programs (Standard Form 424B)
- Lobbying Form (Certification Regarding Lobbying)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Survey Instructions on Ensuring Equal Opportunity for Applicants (nonprofit private organizations only)

## Instructions for Application for Federal Assistance (Standard Form 424)

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

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

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.                A. Increase Award    B. Decrease Award                C. Increase Duration    D. Decrease Duration                E. Other (specify)</li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant’s Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant’s control number, if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant’s Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12 <sup>th</sup> district, NC-103 for North Carolina’s 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		

	<b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.		17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		18.	
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 numbers received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		19.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).			
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.		20.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.			
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		21.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  If yes, include an explanation on the continuation sheet.
	<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-US) Entity</li> <li>X. Other (specify)</li> </ul>		

## **Instructions for Department of Education Supplemental Information for Standard Form 424**

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

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

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

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

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

**If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.”)

**3a. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.”

**3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information for SF 424.”

**3a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

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

*Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

## Definitions for Department of Education Supplemental Information for Standard Form 424

### Definitions:

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

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

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

### PROTECTION OF HUMAN SUBJECTS IN RESEARCH

#### I. Definitions and Exemptions

##### A. Definitions.

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

##### —Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

##### —Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” (1) *If an activity involves obtaining information about a living person by manipulating that person or that*

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

##### B. Exemptions.

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

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

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

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

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

### A. Exempt Research Narrative.

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

### B. Nonexempt Research Narrative.

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

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

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

disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

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

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

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

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

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

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

*Copies of the Department of Education’s Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education’s Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>*

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

## **Instructions for Department of Education Budget Information – Non-Construction Programs (ED Form 524)**

### General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

### Section A - Budget Summary U.S. Department of Education Funds

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

#### Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

### Section B - Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]  
Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>. You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0004. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

## Instructions for Disclosure of Lobbying Activities (Standard Form LLL)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1) Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2) Identify the status of the covered Federal action.
- 3) Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4) Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5) If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
- 6) Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 7) Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8) Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
- 9) For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
- 11) The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

## **Instructions for Survey on Ensuring Equal Opportunity for Applicants**

Provide the applicant's (organization) name and D-U-N-S number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c) (3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c) (3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

## **Paperwork Burden Statement**

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. This application is exempt under the Paperwork Reduction Act since there will be less than 10 responses to this collection. Therefore, this collection does not require a valid OMB number. The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data sources, and gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate 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, 400 Maryland Avenue, SW, PCP, Washington, DC 20202.

**COOPERATIVE CIVIC EDUCATION AND ECONOMIC EDUCATION  
EXCHANGE PROGRAM GRANT COMPETITION  
FISCAL YEAR 2010**

**Eligible Countries\***

- a. Central European countries
  - Austria
  - Czech Republic
  - Germany
  - Hungary
  - Liechtenstein
  - Poland
  - Slovakia
  - Slovenia
  - Switzerland
- b. Eastern European countries
  - Albania
  - Bosnia
  - Bulgaria
  - Croatia
  - Greece
  - Kosovo
  - Macedonia
  - Montenegro
  - Romania
  - Serbia
  - Turkey
- c. Baltic countries
  - Lithuania
  - Latvia
  - Estonia
- d. Independent States of the Former Soviet Union
  - Armenia
  - Azerbaijan
  - Belarus
  - Georgia
  - Kazakhstan
  - Kyrgyzstan
  - Moldova
  - Russia
  - Tajikistan
  - Turkmenistan
  - Ukraine
  - Uzbekistan

- e. Republic of Ireland
- f. Province of Northern Ireland
- g. Other Eligible Countries
  - Argentina
  - Bangladesh
  - Benin
  - Bhutan
  - Bolivia
  - Botswana
  - Brazil
  - Bulgaria
  - Burkina Faso
  - Burundi
  - Central African Republic
  - Chad
  - Chile
  - Colombia
  - Costa Rica
  - Dominican Republic
  - Ecuador
  - El Salvador
  - Ethiopia
  - Gabon
  - Ghana
  - Guatemala
  - Haiti
  - Honduras
  - India
  - Indonesia
  - Jamaica
  - Kenya
  - Lebanon
  - Lesotho
  - Liberia
  - Madagascar
  - Malawi
  - Malaysia
  - Mali
  - Mauritius
  - Mexico
  - Mongolia
  - Morocco
  - Mozambique
  - Namibia

Nepal  
Nicaragua  
Niger  
Nigeria  
Pakistan  
Panama  
Papua New Guinea  
Paraguay  
Peru  
Philippines  
Senegal  
Sierra Leone  
South Africa  
Sri Lanka  
Taiwan  
Tanzania  
Thailand  
Togo  
Trinidad and Tobago  
Turkey  
Uganda  
Venezuela  
Yugoslavia  
Zaire  
Zambia

\*Please note that preexisting Cooperative Civic Education and Economic Education Exchange (CCEEEEP) programs will be permitted to continue operating in countries not currently on the list of eligible countries. When those programs end, no additional programs should begin in those countries without review by the Department of Education and Department of State for a determination on the eligibility of that specific country. Should CCEEEEP seek to expand activities to new countries not included in the list above, CCEEEEP should ask the Department of Education and Department of State for a determination on the eligibility of that specific country.

## Application Submission 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.
- All required forms are signed in black or blue ink and dated by the Authorized Representative. The signed original is included with your submission.
- 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 (for hard copy submissions).
- Deadline Date: March 15, 2010.** See Sections I and IV of this application package for complete application transmittal instructions and general application instructions and information.

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

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Form for the Standard Form 424
- Project Abstract (one page maximum)
- Project Narrative (up to 25 pages double-spaced)
- Required forms, assurances, and certifications, including:
  - Budget Information Form (ED Form 524) and detailed budget narrative
  - Assurances, Non-Construction Programs (Standard Form 424B)
  - Certification Regarding Lobbying (formerly ED Form 80-0013)
  - Disclosure of Lobbying Activities (Standard Form–LLL). NOTE: The Authorized Representative must sign this form even if it is not applicable to the applicant.
- Narrative response to GEPA 427
- Survey Instructions on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only)
- Copy of letter to State Single Point of Contact, if applicable
- Proof of federally negotiated indirect cost rate, if you are claiming indirect costs
- Resumes of key personnel
- Letters of partnership commitment

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

