

Grants to Reduce Alcohol Abuse

CFDA # 84.184A

Information and Application Procedures FY 2010

Application Deadline: April 16, 2010



Frequently Asked Questions
Pages 24-28

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



UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

February 2010

Dear Applicant:

Thank you for your interest in applying for a grant under the Grants to Reduce Alcohol Abuse (GRAA) program.

We applaud your willingness to address an important issue many would like to pretend does not exist: the prevalence of underage drinking in America. Findings from the 2009 Monitoring the Future survey show that alcohol was used in the past month by 15 percent of 8th graders, 30 percent of 10th graders, and 44 percent of 12th graders. Even more alarming is the prevalence of occasions of heavy drinking (five or more drinks in a row at least once in the prior two-week period) which was reported by 8 percent of 8th graders, 18 percent of 10th graders, and 25 percent of 12th graders.

It is stunning to think that approximately 1 in 12 of our 8th graders, 1 in 5 of our 10th graders, and 1 in 4 of our high school seniors are binge drinkers. Clearly, as educators and prevention specialists, we still have much to do to help our students learn to avoid the harm that alcohol and other drug use can cause.

These grants provide funds to local educational agencies to develop and implement innovative and effective alcohol abuse prevention programs in secondary schools. In addition, grantees have a significant amount of technical assistance available to them through an agreement between the Department of Education and the Department of Health and Human Services.

I hope you will review this application carefully and consider adding an alcohol abuse prevention component to your district's program or expanding your current program.

We look forward to receiving your application for support under the Grants to Reduce Alcohol Abuse program.

Sincerely,

/s/

Kevin Jennings
Assistant Deputy Secretary

TABLE OF CONTENTS

GRAA GRANT FAST FACTS	4
APPLICATION SUBMISSION PROCEDURES	5
Application Transmittal Instructions	
e-Application Submission Procedures and Tips for Applicants	
PROGRAM BACKGROUND INFORMATION	12
General Information	
Government Performance and Results Act (GPRA)	
Tips for Preparing and Submitting an Application	
Program Information and Requirements	
Statutory Definitions	
Absolute Priority	
Selection Criteria	
Frequently Asked Questions	
Proven Strategies for Addressing Alcohol Abuse among Youth	
LEGAL AND REGULATORY DOCUMENTS	31
Notice Inviting Applications	
Authorizing Legislation	
APPLICATION INSTRUCTIONS AND INFORMATION	49
Preparing the Application	
Organizing the Application	
Instructions for Standard Forms	
Intergovernmental Review of Federal Programs	
General Education Provisions Act (GEPA) Section 427	
Application Preparation Checklist	
FORMS AND INSTRUCTIONS	56

GRAA Grant Fast Facts

Eligible Applicants:

Local educational agencies (LEAs, including charter schools that are considered LEAs under State law that do not have an active grant under this program (CFDA 84.184A), and consortia thereof.

Purpose:

The purpose of the Grants to Reduce Alcohol Abuse (GRAA) program is to support efforts by LEAs to develop and implement innovative and effective projects to reduce alcohol abuse in secondary schools.

Application Deadline Date: April 16, 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 Available Funds: \$3,311,000

Estimated Average Size of Awards: \$368,000

Estimated Number of Awards: 9

Competition Manager: Nicole A. White
Email address: nicole.white@ed.gov
Telephone: (202) 245-7884

I. APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

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

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

The competition deadline for the Grants to Reduce Alcohol Abuse (GRAA) grant program is April 16, 2010. If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

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

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

You may access the electronic application for the Grants to Reduce Alcohol Abuse 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 to the address below. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3rd copy of your application.

Please mail copies to:
U.S. Department of Education
Application Control Center
Attention: (CFDA # 84.184A)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202 – 4260

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

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

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

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

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Commercial Carrier

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

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3rd 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 #84.184A)
LBJ Basement Level 1
400 Maryland Avenue, SW

Washington, DC 20202-4260

Applications Delivered by Hand

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

Please hand deliver copies to:

U.S. Department of Education
Application Control Center
Attention: (CFDA #84.184A)
550 12th Street, SW
Potomac Center Plaza – Room 7041
Washington, DC 20202-4260

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

E-Application Submission Procedures and Tips for Applicants

IMPORTANT – PLEASE READ FIRST

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

To facilitate your use of e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

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

Step 1 – Determine if your program is accepting electronic applications.

The *Federal Register* notice of each program will indicate whether the program is accepting e-Application as part of the Department's e-Application program. Here is a link to the Department's *Federal Register* notices:

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

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

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your

registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

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

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

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

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

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

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

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

Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page). Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), sign and fax it within 3 business days of submitting your e-Application to the OSDFS at (202) 485-0013.

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

II. Program Background Information

General Information

ELIGIBILITY

We will award grants to local educational agencies (LEAs), including charter schools that are considered LEAs under State law, to develop and implement innovative and effective projects to reduce alcohol abuse in secondary schools.

Note: The Grants to Reduce Alcohol Abuse program limits eligibility to applicants that do not currently have an active grant under this program. For the purpose of this eligibility requirement, a grant is considered 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 (71 FR 70369).

AUTHORITY

This competition is authorized under Title IV, Part A, Subpart 2, Section 4129 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (Public Law 107-110).

OFFICIAL DOCUMENTS NOTICE

The official documents governing this competition are in Section III (Legal and Regulatory Documents) of this application package. These notices also are available online at www.ed.gov/programs/dvpalcoholabuse/index.html.

APPLICABLE REGULATIONS

(a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, and 99. (b) The regulations in 34 CFR 299. (c) The notice of eligibility requirement for the Office of Safe and Drug-Free Schools discretionary grant programs published in the Federal Register on December 4, 2006 (71 FR 70369). Note: The regulations in 34 CFR Part 79 apply to all applicants except federally recognized Indian tribes.

GRANT AWARDS AND PROJECT PERIOD

The project period for these grants is up to 36 months. Funds will be awarded for an initial 12-month period with two additional 12-month periods contingent upon satisfactory progress by the grantee and the availability of appropriations for this program. Note: Applicants requesting three-year projects must submit ED Form 524 and a detailed budget narrative for each of the three years. Failure to submit a request for funding for each of the three years will result in no funds being awarded for those years.

ESTIMATED RANGE OF AWARDS

An estimated 9 new awards will be made for amounts ranging from \$250,000 to \$450,000, 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. We expect to make awards by July 30, 2010. Contingent upon the availability of funds and the quality of applications, we may make additional awards in fiscal year 2011 and subsequent years based on the list of unfunded applications from this competition.

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 the authorized representative or another party designated to answer questions in the event the project director and the authorized representative are unavailable.

TRAVEL AND TECHNICAL ASSISTANCE

Applicants are required to include sufficient funds in their travel budget for the project director and one other person to attend the 2011 OSDFS National Conference in Washington, D.C. for two and one-half days. Applicants must also budget for two persons to attend a one-day meeting of project directors in Washington, D.C. in the first year of the grant. In addition, applicants are required to budget for the technical assistance meetings described below. Grant funds may be used to pay all costs that are reasonable and necessary to attend these meetings.

Technical Assistance Meetings

In addition to the OSDFS National Conference and project directors' meeting, applicants should budget for travel, hotel and subsistence for up to four individuals to attend a three day grantee national technical assistance (TA) meeting each year. Grant funds may be used to pay all expenses associated with attending this TA meeting. As these meetings may take place in different regions of the country, applicants should budget accordingly, using travel to Washington, DC for calculation purposes.

Technical Assistance

Grantees will receive technical assistance throughout the active life of the grant. This assistance will take multiple forms from meetings and workshops to telephone consultation, printed materials and other forms of networking to share ideas and identify resources. The focus of this assistance will include start-up implementation support, including planning for and implementing selected innovative strategies and programs, establishing community coalitions, developing local support for the project, establishing measurable goals and objectives, planning and implementing a rigorous process and outcome.

Applicant Technical Assistance Webinar

A technical assistance webinar is planned to provide information on applying for the Grants to Reduce Alcohol Abuse competition. Please check the

OSDFS/GRAA Web site (www2.ed.gov/programs/dvpalcoholabuse/index.html) for the date and time.

HUMAN SUBJECTS RESEARCH

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. Additional information on human subjects research is posted online at www.ed.gov/policy/fund/reg/humansub/part97.html. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at 202-260-3353.

THE U.S. DEPARTMENT OF EDUCATION'S (ED) EXPECTATIONS

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by ED or its contractors. At a minimum, grantees are expected to maintain records on how their program is operating and the extent to which their program objectives are being met; monitor and maintain all financial records; include specific performance measures in their evaluation plan and performance reports; and make ongoing project information, findings, and products available to ED.

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 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.

Because grantees must use appropriate procurement procedures to select contractors, applicants should not include information in their grant applications about specific contractors 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.

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. The valid OMB control number for the information collection is OMB No. 1894-0006. The time required to complete the information collection is estimated to average 28 hours per response, including the time to review instructions, search existing data resources, 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(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe

and Drug-Free Schools Program, U.S. Department of Education, 550 12th Street, SW, 10001, Washington, DC 20202-6450.

The Government Performance and Result 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 by federal program managers to improve program efficiency and effectiveness and by Congress to ensure spending decisions and oversight are informed by data 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, promoting an increased focus on results and service quality, and helping federal managers improve program quality.

As required by GPRA, ED has developed a strategic plan that reflects organizational priorities and integrates those with our mission and program authorities. We also have developed GPRA measures for the individual programs we administer, including the Grants to Reduce Alcohol Abuse program. We have identified the following GPRA measures for assessing the effectiveness of this program:

- (1) the percentage of grantees whose target students show a measurable decrease in binge drinking;
- (2) the percentage of grantees that show a measurable increase in the percentage of target students who believe that alcohol abuse is harmful to their health; and
- (3) the percentage of grantees that show a measurable increase in the percentage of target students who disapprove of alcohol abuse.

These three measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these three outcomes in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants should plan to collect baseline data at the beginning of the first project year in order to report on this data in the annual performance reports about progress towards meeting these goals.

Tips for Preparing and Submitting an Application

A. Before you Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
 - Frequently Asked Questions in this application package
 - How to apply for a grant on our web site at:
www.ed.gov/admins/grants/apply/techassist/index.html
- If you do not understand information in this application or if you have questions about how to proceed, contact Nicole A. White (nicole.white@ed.gov) in ED's Office of Safe and Drug-Free Schools.

B. Preparing your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your project can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detailed descriptions about your proposed expenditures so staff can easily determine how the funds will be spent.
- Link your proposed expenditures to the goals and objectives of your program. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

C. Submitting your Application

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by the Authorized Representative of your organization.
- Transmit your application by the deadline date. If you submit your application electronically, you must use the e-Application system. Because unanticipated problems can occur, we encourage you not to wait until the last minute to submit your application. E-Application will not accept applications after the deadline. 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. What Happens Next?

- In approximately two weeks if you submit your application by mail, you should receive a postcard from the Department of Education's Application Control Center acknowledging receipt of your application and giving you its assigned PR/Award number. If you have any questions about your postcard, please contact the ACC via e-mail (application.center@ed.gov)

or telephone (202) 245-6288. If you submit your application electronically, the PR/Award number will be generated automatically when you submit your application. Please refer to this PR/Award number if you need to contact the Department about your application.

- OSDFS staff members screen each application to ensure that all program eligibility requirements are met and all forms are included and signed by the Authorized Representative.
- Your application will be assigned to a three-person panel of peer reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.
- A grant award document will be sent to applicants whose proposals are selected for funding and grant awards. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive their reviewer comments in the mail. Please be sure your application contains valid email and mailing addresses for both the Project Director and Authorized Representative so that reviewer comments can be delivered successfully.

Program Information and Requirements

Background

The purpose of the Grants to Reduce Alcohol Abuse program is to provide funds for LEAs to develop and implement innovative and effective alcohol abuse prevention programs for secondary schools that include one or more proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA).

The Department of Education (ED) has supported efforts to reduce alcohol abuse among secondary school students for two decades, in response to alcohol and other drug use among the nation's youth. Through discretionary grants and dissemination of information on effective strategies, ED supports efforts to address these complex issues facing our nation's schools and communities.

Underage drinking is a major concern in the health and well being of America's youth. Alcohol is the most commonly abused substance among adolescents and its use and abuse is preventable. National surveys have made it clear that alcohol use and abuse among youth is widespread and research has indicated it is harmful. According to the 2009 Monitoring the Future survey, 15 percent of 8th graders, 30 percent of 10th graders, and 44 percent of 12th graders have used alcohol in the past 30 days.

Of equal concern is the widespread occurrence of binge drinking. According to the same national survey, 25 percent of high school seniors said they engaged in binge drinking in the prior two-week period.

A Centers for Disease Control and Prevention (CDC) national study on binge drinking among high school students found that binge drinking (defined as five or more drinks on a single occasion) is the most common pattern of alcohol abuse among high school students and is strongly associated with a wide range of other health and social risk behaviors. CDC's analysis of data from the National Youth Risk Behavior Survey over a period of 12 years found that binge drinking rates increase with age and school grade in high schools. Students who binge drank were more likely than nondrinkers and current drinkers who did not binge, to perform less well academically and become involved in other risky behaviors such as riding in a car with a driver who had been drinking, being sexually active, being a victim of dating violence, getting into fights, neglecting responsibilities, attempting suicide and using illicit drugs. (Miller et al., 2007).

Other studies support the CDC findings that heavy drinking during adolescence affects students' ability to learn. Recent studies are documenting the impact of alcohol use on academic achievement and other cognitive processes. The National Institute on Alcohol Abuse and Alcoholism (NIAAA) reports on several reviews of research on the neurocognitive effects of alcohol on adolescents (Brown & Tapert, 2004; Spear & Varlinskaya, 2005; Zeigler et al., 2005).

These studies document that adolescent alcohol use may be associated with alterations in the brain and neurocognitive deficits, with implications for learning and other cognitive abilities that may continue to affect the individual into adulthood.

Most importantly, underage drinking is associated with the three leading causes of death among youth: unintentional injury, homicide, and suicide. Specifically, a number of studies support that underage drinking is: 1) a factor in about half of all deaths from motor vehicle crashes (Hingson, R., et al in *Reducing Underage Drinking: A Collective Responsibility*. Washington, DC: National Academies of Science, 2004); 2) linked to physical fights, academic and occupational problems and illegal behavior (Miller, Pediatrics, 2007).

The research and data clearly indicate that underage drinking is a major concern in the health and well being of America's youth. A number of evidence-based prevention programs exist which, when implemented with fidelity, can reduce and prevent alcohol consumption among secondary schools and reduce the adverse educational, health and social consequences of this behavior.

Equitable Participation

LEAs that receive a grant are required to provide for the equitable participation of eligible private school children and their teachers or other educational personnel. In order to ensure that grant program activities address the needs of private school children, timely and meaningful consultation with appropriate private school officials must occur during the design and development of the program. Administrative direction and control over grant funds must remain with the grantee.

Maintenance of Effort

LEAs may receive a grant only if the State educational agency finds that the combined fiscal effort per student or the aggregate expenditures of the agency and the State with respect to the provision of free public education by the agency for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year.

Rural and Low-Income Applicants

An additional factor we consider in selecting an application for an award is rural and low-income status. Applications from rural and low-income applicants will be peer reviewed and scored along with other rural and low-income LEA applicants by an external panel of reviewers. **Note that to be considered under these provisions, applicants must be both rural and low-income.** If you wish to be considered under these provisions, please indicate clearly on the first page of your application in the program abstract that you are applying as a rural and low-income applicant.

The following is a suggested definition of rural and low-income; however, LEAs that want to be considered as rural and low-income applicants may provide other supporting evidence of their status as rural and low-income.

A rural and low-income LEA is an LEA in which (a) all of the schools served by the LEA have a locale code of 6, 7, or 8, as determined by the Department's National Center for Education Statistics (NCES); and (b) in which 20 percent or more of the children ages 5 through 17 years served by the LEA are from families below the poverty line.

The Department maintains a list of these LEAs at the following web address:

<http://www.ed.gov/programs/reaprlisp/eligibility.html>

You may substitute certification by the State educational agency that the LEA is located in an area defined as rural and low-income by a governmental agency of the State. Other evidence of rural and low-income status may also be used. You must provide a clear and comprehensive discussion of factors used to determine your LEA's eligibility for consideration as rural and low income. Failure to do so will result in the application being read in the pool of non-rural and non-low income applicants.

Eligible Population

The Grants to Reduce Alcohol Abuse program is intended to serve secondary schools as defined by State law. Applicants must clearly indicate in the narrative portion of their applications the grade levels of the students that will be served by their proposed project and explain how these grades are consistent with the definition of secondary school students as defined in their State.

STATUTORY DEFINITIONS

Local educational agency (LEA).

(A) IN GENERAL- The term local educational agency means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that are recognized in a State as an administrative agency for its public elementary schools or secondary schools.

(B) ADMINISTRATIVE CONTROL AND DIRECTION- The term includes any other public institution or agency having administrative control and direction of a public elementary school or secondary school.

(C) BIA SCHOOLS- The term includes an elementary school or secondary school funded by the Bureau of Indian Affairs but only to the extent that including the school makes the school eligible for programs for which specific eligibility is not provided to the school in another provision of law and the school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this Act with the smallest student population, except that the school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs.

(D) EDUCATIONAL SERVICE AGENCIES- The term includes educational service agencies and consortia of those agencies.

(E) STATE EDUCATIONAL AGENCY- The term includes the State educational agency in a State in which the State educational agency is the sole educational agency for all public schools.

Secondary school. The term “secondary school” means a nonprofit institutional day or residential school, including a public secondary charter school that provides secondary education, as determined under State law, except that the term does not include any education beyond grade 12.

ABSOLUTE PRIORITY

For FY 2010 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority:

- **Alcohol Abuse Reduction**

This priority is: A project must develop and implement innovative and effective programs to reduce alcohol abuse in secondary schools.

The authorizing statute also requires each applicant to:

- (1) Describe the activities to be carried out under the grant;
- (2) Provide an assurance that such activities will include one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration;
- (3) Explain how activities to be carried out under the grant that are not described in (2) above will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities; and
- (4) Provide an assurance that the applicant will submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant.

For the purpose of this grant competition, “proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA)” are those programs found on pages 29-30 of this application.

Rural and Low-Income Applicants

The statute directs ED to develop procedures to make the application process for grants more user-friendly; particularly for rural and low-income LEAs. We have chosen to address this requirement by: (1) providing two sources of technical assistance to help applicants prepare their application and (2) reading and scoring rural and low income applicants in a separate pool.

SELECTION CRITERIA

The following criteria will be used to evaluate applications submitted for funding under this competition. The maximum score for all of these criteria is 100 points. Note that some criteria have weighted subcriteria. Applicants should be sure to address each subcriterion.

1) Need for project (20 points)

In determining the need for the project, we consider:

- (a) The magnitude or severity of the problem to be addressed by the proposed project. (20 points)

Note: Under this criterion we will look for evidence that the applicant has conducted alcohol use surveys among the secondary students who will be served by the grant. In the absence of student surveys, applicants may submit data on disciplinary referrals for alcohol consumption among the secondary school students who will be served by the grant.

2) Significance (25 Points)

In determining the significance of the proposed project, we consider the following:

- (a) The likelihood that the proposed project will result in system change or improvement. (10 points)
- (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. (15 Points)

Note: We expect the applicant to explain how the proposed project will be implemented, including references to the past effectiveness of such activities, and provide a clear link between improved student outcomes in terms of alcohol use and the proposed program.

3) Quality of the project design (30 Points)

In determining the quality of the design of the proposed project, we consider the following:

- (a) The extent to which the design of the program reflects up-to-date knowledge from research and effective practice. (10 points)
- (b) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance. (15 points)
- (c) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (5 points)

Note: Under this criterion we will look for a detailed and comprehensive description of the proposed program the applicant proposes to implement, and an explanation of the program's basis in research and effective practice.

4) Quality of the project evaluation (25 points)

In determining the quality of the evaluation, we consider the following:

- (a) 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. (15 points)

(b) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (10 points)

Note: Under this criterion, we will look for the applicant's plan to provide reliable data that measures changes in student binge drinking and student perceptions of harmful effects of alcohol use, and disapproval of alcohol abuse.

FREQUENTLY ASKED QUESTIONS

What steps can I take to maximize my chances of receiving a grant?

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- Respond to the scoring criteria, including weighted subcriteria, thoroughly and completely. Reviewers are not permitted to give you “the benefit of the doubt”; therefore, all relevant information must be in your application.
- Organize your program narrative according to the scoring criteria.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification for each year of your project.
- Transmit your application on or before the deadline date of April 16, 2010.

What is an indirect cost rate?

An indirect cost is an expense that you incur that is necessary to implementing the grant, but may be difficult to identify in the budget of your application. For example, indirect costs may include money spent for heat, light, rent, telephone, security, accounting, and Internet use. If your organization prefers to use all of its grant funds for direct project costs, you are not required to charge the grant for indirect costs. If you wish to charge indirect costs, however, *you must use a negotiated indirect cost rate*. Applicants must provide proof of the approved rate with the grant application. For more information, please see: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

How do I obtain a negotiated indirect cost rate?

Your organization may already have a negotiated, indirect cost rate with your cognizant federal government agency. If your organization has not negotiated this rate in the past, please contact Katrina McDonald with the Department of Education's Indirect Cost Group at 202-377-3838 or Katrina.Mcdonald@ed.gov. [NOTE: Since LEAs are the only eligible applicants, they will most likely have an indirect cost rate assigned by their state government. ED accepts the state rate in lieu of an ED negotiated rate. Please note, you will need to submit proof of this approved indirect cost rate.]

How do I determine my cognizant agency?

Cognizant agency means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals. If you have multiple Federal awards, the cognizant agency is usually the one that provides the most funding or with which you do the most business. If you do not have other Federal awards, the Department of Education is your cognizant agency. Non-LEA grantees that do not have other Federal awards or have never had a negotiated rate need to obtain a negotiated rate from ED.

May I charge indirect costs if my district does not have a negotiated rate?

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate, ED will establish a temporary indirect cost rate of 10 percent of the direct salaries and wages included in the budget for the project. Grantees will be allowed to charge indirect costs at the temporary rate for 90 days following grant award in order to allow time for a negotiated rate to be obtained. If a grantee does not submit an indirect cost rate proposal to its cognizant agency within that first 90 days, the temporary rate is suspended and grantees may not make further charges until a negotiated rate is received. If the negotiated rate is higher than the temporary rate, no additional funds will be awarded although grantees may move money within their budgets to pay the additional indirect costs. For more information about indirect cost rates, visit www.ed.gov/about/offices/list/ocfo/intro.html.

Does this program require use of a restricted indirect cost rate?

No. Applicants may use their unrestricted indirect cost rate.

For my GEPA 427 statement is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?

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

What is the project and budget period for these grants?

Projects are funded initially for 12 months and may be funded for two additional 12-month periods (total of up to 36 months) depending upon the availability of funds and substantial progress by the grantee.

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

If you submit your application through e-Application, your application must be received in its entirety no later than 4:30:00 p.m. on April 16, 2010. Note that e-Application will not accept your application even seconds past 4:30:00 p.m. (Washington, DC time) on the deadline date and will result in your application being ineligible for review. If you use the U.S. Postal Service your application must be postmarked no later than midnight on April 16, 2010. If you use a private carrier, you must have a receipt dated by April 16, 2010.

May I get an extension of the deadline date?

Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described under the section on e-Application. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Secretary announces such a change in a notice published in the *Federal Register*.

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.

Do I have to submit my application electronically?

No. Applications may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically, you must use the e-Grants Web site, accessible at <http://e-grants.ed.gov>. Note: You may not submit your application by e-mail or facsimile.

If I submit 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 the 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 the Department will not have any problems accessing the attachments you submit.

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

Nicole A. White, U.S. Department of Education, 550 12th Street, SW – Room 10002, Washington, DC 20202-6450, Phone: 202-245-7884; Fax: 202-485-0013, E-mail: nicole.white@ed.gov

If I am submitting my application electronically, how should I submit the signed face sheet (and other required forms)?

If you are submitting an electronic application, you are required to either upload signed versions of the required forms in a .pdf format or fax the forms within three days of submitting your application to Nicole A. White at (202) 485-0013.

My college or university would like to apply for this grant. Are we eligible?

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

What are some of the circumstances that might cause a grant application submitted for funding under this competition to be deemed ineligible for review?

Some common reasons, although not all the reasons, are (1) the application is not responsive to one or more of the requirements of the competition; (2) the application fails to address the absolute priority; (3) the application does not

clearly identify a SAMHSA proven strategy that will be implemented as part of the proposed project; (4) the applicant proposes a preponderance of unallowable activities, that is, the proposed project contains a large number of activities that are not directly related to alcohol abuse prevention and cannot be paid for with these funds; or (5) the applicant proposes to serve children in elementary schools.

Is there any legislative restriction on how grant funds may be used?

Yes. The legislative language restricts the use of funds to activities, programs, and strategies to reduce alcohol abuse in secondary schools. For example, if your State defines secondary schools to include grades 6, 7, and 8, you may provide services with grant funds in these grades. However, if your State defines secondary school as grades 9-12, you may not use grant funds to provide programs/services in grades 6, 7, and 8.

How is secondary school defined?

A secondary school is a nonprofit institutional day or residential school, including a public secondary charter school that provides secondary education as determined under State law.

May I use grant funds to implement other activities besides a proven strategy as identified by the Substance Abuse and Mental Health Services Administration (SAMHSA)?

Yes. Grant funds may be used to carry out other activities that are not associated with a SAMHSA proven strategy, however, applicants must describe how such activities will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities. In addition to these other activities, at least one SAMHSA proven strategy must also be implemented or your proposal will not be funded.

May I use national data to support the need for a grant in my district?

No. You must provide data to show the need or severity of the problem in the student population targeted to receive services under the proposed project.

Do I need to collect outcome data on the effectiveness of this project?

Yes. Grantees are required to submit an annual report of their progress as a condition of receiving a continuation award including their progress toward achieving the GPRA measures established for this program.

My district has a high concentration of families with incomes below the poverty line; however, we are in a suburban area. May we apply for consideration as a rural and low-income applicant?

No. Applicants must be both rural and low income in order to qualify as a rural and low-income applicant.

None of the programs on the SAMHSA list address what we think are the needs in our school population. May we substitute another agency’s effective program?

No. The authorizing legislation requires grantees to use at least one of the proven strategies for reducing underage alcohol abuse as determined by SAMHSA.

What kinds of activities are likely to be considered “human subjects research”?

ED’s regulations for the protection of human subjects, 34 CFR Part 97, defines research as a systematic investigation (including certain program evaluation activities) designed to develop or contribute to general knowledge. A “systematic” investigation typically uses scientific methods (such as adequate sample sizes, surveys, control groups, and/or randomization). Studies of alcohol abuse reduction programs may fit the definition of “research” if they are designed to provide data that is generalizable to a larger population or to contribute to the development of new knowledge about what works (and how) in alcohol abuse reduction. For additional information on human subjects research, go to:

<http://www.ed.gov/policy/fund/reg/humansub/part97.html>

May we charge the cost of the Internal Review Board (IRB) review of our proposal to the grant?

Yes. You may charge all costs associated with IRB review of the grant proposal.

Is this program covered by Executive Order 12372?

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

Strategies For Addressing Alcohol Abuse Among Youth
(as determined by SAMHSA)

This listing was developed in collaboration with the SAMHSA National Registry of Evidenced-based Programs and Practices (NREPP) as a guide for applicants. Programs listed here have been shown to be effective in reducing alcohol use among youth. Other programs may be appropriate as long as they are implemented with one program on this list. For a complete list of NREPP programs and practices along with descriptions of program content, target audience, and evaluation results visit the following web site:
www.nrepp.samhsa.gov.

AlcoholEdu for High School

All Stars

ATHENA (Athletes Targeting Healthy Exercise & Nutrition Alternatives)

ATLAS (Athletes Training and Learning To Avoid Steroids)

Building Assets--Reducing Risks (BARR)

CARE (Care, Assess, Respond, Empower)

CASASTART

CAST (Coping And Support Training)

Class Action

Community Trials Intervention To Reduce High-Risk Drinking

Creating Lasting Family Connections (CLFC)/Creating Lasting Connections (CLC)

Family Matters

Guiding Good Choices

Keepin' it REAL

LifeSkills Training (LST)

Lions Quest Skills for Adolescence

Positive Action

Project ALERT

Project Northland

Project SUCCESS

Project Towards No Drug Abuse

Project Venture

Protecting You/Protecting Me

Residential Student Assistance Program (RSAP)

SPORT

STARS for Families

Storytelling for Empowerment

Applicants must identify at least one of these SAMHSA proven strategies for implementation as part of their grant-funded project and explain why it is appropriate for their students.

Note: Selections must be limited to programs that focus on alcohol abuse prevention among secondary school students (usually grades 9-12), unless state law defines secondary school to include students in grades 6, 7, or 8. Applicants should carefully review all of the material on the NREPP website related to these programs to ensure the programs meets the proposed projects goals and objectives, and needs of the target student population. Many of the programs are targeted to students in grades 6, 7, or 8 and may not be appropriate for students in grades 9-12.

III. LEGAL AND REGULATORY DOCUMENTS

Notice Inviting Applications

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Grants To Reduce Alcohol Abuse

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

Catalog of Federal Domestic Assistance (CFDA) Number:

84.184A.

Dates:

Applications Available: March 2, 2010.

Deadline for Transmittal of Applications: April 16, 2010.

Deadline for Intergovernmental Review: June 15, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: This program provides grants to local educational agencies (LEAs) to develop and implement innovative and effective programs to reduce alcohol abuse in secondary schools.

Priority: In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 4129 of the Safe and Drug-Free Schools and Communities Act, 20 U.S.C. 7139.

Absolute Priority: For FY 2010 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

Alcohol Abuse Reduction.

This priority is: A project must develop and implement innovative and effective programs to reduce alcohol abuse in secondary schools.

Program Authority: 20 U.S.C. 7139.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, and 99. (b) The regulations in 34 CFR 299. (c) The notice of eligibility requirement for the Office of Safe and Drug-Free Schools discretionary grant programs published in the Federal Register on December 4, 2006 (71 FR 70369).

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$3,311,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards later in FY 2010 and in FY 2011 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$250,000 - \$450,000.

Estimated Average Size of Awards: \$368,000

Estimated Number of Awards: 9.

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

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: (a) LEAs, including charter schools that are considered LEAs under State law.

(b) The Secretary limits eligibility under this discretionary grant competition to LEAs that do not currently have an active grant under the Grants to Reduce Alcohol Abuse program. For the purpose of this eligibility requirement, a grant is considered 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.

2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet. To obtain a copy via the Internet, use the following address:

www.ed.gov/programs/dvpalcoholabuse/index.html.

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

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

3. Submission Dates and Times:
Applications Available: March 2, 2010.
Deadline for Transmittal of Applications: April 16, 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 site, or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to

section IV. 6. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: June 15, 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 Requirement:

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 program after 4:30:00 p.m., Washington, DC time, on the application deadline date.

Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

- The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m.

Thursday until 8:00 p.m. Sunday, Washington, DC time.

Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

- Your electronic application must comply with any page limit requirements described in this notice.

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

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

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

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

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

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

- (4) Fax the signed SF 424 to the Office of Safe and Drug Free Schools at (202)485-0013.

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

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to

transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

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

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

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

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

Extensions referred to in this section apply only to the unavailability of e-Application. If e-Application is

available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgment of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this notice.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

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

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

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184A)
550 12th Street, SW.

Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this grant notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

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

2. Review and Selection Process: An additional factor we consider in selecting an application for an award is rural and low-income status. Applications from rural and low-income applicants will be read and scored separately and up to 25 percent of the available funds will be reserved for awards to these LEAs. The following is a suggested definition of a rural and low-income LEA; however, LEAs that want to be considered as rural and low-income applicants may provide other supporting evidence of their status as rural and low income.

A rural and low-income LEA is an LEA in which (a) all of the schools served by the LEA are designated with a locale code of 6, 7, or 8 as determined by the Department's National Center for Education Statistics (NCES); and (b) 20 percent or more of the children ages 5 through 17 years served by the LEA are from families with incomes below the poverty line. The Department maintains a list of these LEAs at www.ed.gov/programs/reaprlisp/eligibility.html.

Note: Applicants wishing to be considered under this factor must be both rural and low-income.

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.

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), three measures have been developed for evaluating the overall effectiveness of the Grants to Reduce Alcohol Abuse program. They are: (1) the percentage of grantees whose target students show a measurable decrease in binge drinking; (2) the percentage of grantees that show a measurable increase in the percentage of target students who believe that alcohol abuse is harmful to their health; and (3) the percentage of grantees that show a measurable increase in the percentage of target students who disapprove of alcohol abuse.

These three measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these three measures in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their annual performance reports about progress toward these goals.

VII. Agency Contact

For Further Information Contact: Nicole A. White, U.S.
Department of Education, 550 12th Street, SW., room 10002,
Potomac Center Plaza, Washington, DC 20202-6450.
Telephone: (202)245-7884, or by e-mail:
nicole.white@ed.gov

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

VIII. Other Information

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

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister. 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.

Dated: February 24, 2010

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

AUTHORIZING LEGISLATION
ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, as amended

SEC. 4129. GRANTS TO REDUCE ALCOHOL ABUSE.

(a) **IN GENERAL-** The Secretary, in consultation with the Administrator of the Substance Abuse and Mental Health Services Administration, may award grants from funds made available to carry out this subpart under section 4003(2), on a competitive basis, to local educational agencies to enable such agencies to develop and implement innovative and effective programs to reduce alcohol abuse in secondary schools.

(b) **ELIGIBILITY-** To be eligible to receive a grant under subsection (a), a local educational agency shall prepare and submit to the Secretary an application at such time, in such manner, and containing such information as the Secretary may require, including

- (1) a description of the activities to be carried out under the grant;
- (2) an assurance that such activities will include one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration;
- (3) an explanation of how activities to be carried out under the grant that are not described in paragraph (2) will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities;
- (4) an assurance that the applicant will submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant; and
- (5) such other information as the Secretary determines appropriate.

(c) **STREAMLINING OF PROCESS FOR LOW-INCOME AND RURAL LEAS-** The Secretary, in consultation with the Administrator of the Substance Abuse and Mental Health Services Administration, shall develop procedures to make the application process for grants under this section more user-friendly, particularly for low-income and rural local educational agencies.

(d) **RESERVATIONS-**

- (1) **SAMHSA-** The Secretary may reserve 20 percent of any amount used to carryout this section to enable the Administrator of the Substance Abuse and Mental Health Services Administration to provide alcohol abuse resources and start-up assistance to local educational agencies receiving grants under this section.
- (2) **LOW-INCOME AND RURAL AREAS-** The Secretary may reserve 25 percent of any amount used to carry out this section to award grants to low-income and rural local educational agencies.

IV. 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 that address general rather than specific needs. Identical or substantially similar applications are not responsive to the selection criteria.

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

DUNS NUMBER INSTRUCTIONS

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

The DUNS 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 DUNS 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 DUNS Number has been entered correctly.

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

Organizing the Application

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

1. Application for Federal Assistance (SF 424): This is the title page of your application. Be sure that item 11 of SF 424, clearly identifies the Catalog of Federal Domestic Assistance (CFDA) Number and Title of the competition under which funds are being requested, which are: CFDA #84.184A, title: Grants to Reduce Alcohol Abuse program.

Under item 3 in the ED Supplemental Information that you will complete with the SF 424, indicate whether the proposed project includes human subjects research activities, and if so, whether any or all of the proposed activities are exempt. For additional guidance see instructions for ED Supplemental Information in the required forms section of this application package or call ED's protection of human subjects coordinator at 202-260-3353.

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

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

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

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

4. Project Narrative: The narrative must contain evidence that the applicant meets the grant competition's absolute priority, and should contain and follow in sequence the information requested for each selection criterion. Applicants should review Section II for a discussion of the selection criteria and the chief considerations for this grant competition. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative.

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). Provide amounts for major budget categories.

6. Budget Narrative: You must include a detailed budget narrative for the entire (up to 36 month) performance period that supports and explains the information provided on ED Form 524. Use the same budget categories as those on ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the project's goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the project, reasonable for the scope and complexity of the project, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form 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 narrative 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. Be sure to include evidence of a federally negotiated 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 contract, regardless of the period covered by the contract.

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

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

8. 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 cooperating entities, if appropriate, evaluation results, or materials. Do not include budget or program narrative information in this section.

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

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

The ED Forms required to submit the application package in paper format are available electronically at the following Web site:
www.ed.gov/fund/grant/apply/appforms/appforms.html All required forms are available in e-Application if submitting electronically.

Intergovernmental Review of Federal Programs (Executive Order 12372)

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by State and local governments for coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact 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. The name and address of each State Single Point of Contact is listed below. **Note: A copy of the applicant's letter sent to the State Single Point of Contact must be included with their application (on letterhead).**

Any State process recommendation and other comments submitted by a State Single Point of Contact (SSPOC) and any comments from State, area-wide, regional, and local entities must be received by June 15, 2010, at the following address:

The Secretary, EO 12372—CFDA #84.184A, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124.

Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Eastern Time) on June 15, 2010. Please do not send applications to this address.

To view a list of States that participate in the intergovernmental review process, visit 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 SSPOC. If you are located within one of these States, you may still send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found In Appendix IV of the Catalog of Federal Domestic Assistance. (www.cfda.gov/public/cat-app4-index.htm).

Please note: Inquiries about obtaining a Federal grant should not be sent to OMB email or postal address shown above. The best source for this information is the OMB website at 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 statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

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

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

Examples

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

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

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

Estimated Public Reporting Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, Potomac Center Plaza—10th Floor, 550 12th Street, SW, Washington, DC 20202-6450.

APPLICATION CHECKLIST

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

All required forms are signed and dated by an authorized official.

Ensure that all the elements of the absolute priority are clearly addressed in the application package, including consenting to a site visit if selected.

Deadline Date: April 16, 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)
- ED Supplemental Information Form for the SF 424
- Project Abstract (one page maximum, and including request to be considered as a rural and low-income LEA if applicable)
- Project Narrative
- All applications must include the required forms, assurances, and certifications, including:
 - Budget Information Form (ED 524) and a detailed budget narrative for the entire (up to 36 month) budget period.
 - Assurances, Non-Construction Programs (Standard Form 424B)
 - Certification Regarding Lobbying
 - Disclosure of Lobbying Activities (Standard Form–LLL)
- Narrative response to GEPA 427
- Copy of letter to State Single Point of Contact if applicable
- Proof of federally negotiated indirect cost rate (if you are claiming indirect costs)

Forms and Instructions for Standard Forms (for paper submission)

- Application for Federal Assistance (Standard Form 424)
- Department of Education Supplemental Information Form for the Standard Form 424
- Budget Information Form -- Non-Construction Programs (ED Form 524)
- Assurances – Non-Construction Programs (Standard Form 424B)
- Disclosure of Lobbying Activities (Standard Form LLL)

➤ Certification Regarding Lobbying