

Educational Facilities Clearinghouse

**A Grant Competition to Establish the
Educational Facilities Resource Center
(CFDA # 84.215T)**

Information and Application Procedures for Fiscal Year 2010

Application Deadline: July 30, 2010



**U.S. Department of Education
Office of Safe and Drug-Free Schools
Fund for the Improvement of Education**



UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Assistant Deputy Secretary

June 2010

Dear Colleague:

Thank you for your interest in applying for the Educational Facilities Clearinghouse grant (CFDA 84.215T) administered by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

This grant competition supports the establishment of an Educational Facilities Clearinghouse that will provide technical assistance, training, and resources to public preschools, K-12 schools, and higher education on issues related to educational facility planning, design, financing, construction, improvement, operation, and maintenance. This three-year project will provide the education community with a reliable resource for information that can be used to plan for new construction, renovation, and improvements to educational facilities. The project design includes the opportunity for applicants to propose innovative approaches to training delivery and technical assistance and other resources. In addition, the grant competition includes an invitational priority focused on dissemination of resources and research on green building practices.

The Department of Education is planning to award the Educational Facilities Clearinghouse grant as a cooperative agreement and looks forward to serving as an active partner in the implementation and administration of this vital resource.

We look forward to receiving your application. Thank you for your efforts to ensure the safety of our nation's schools and higher education public facilities.

Sincerely,

/s/

Kevin Jennings

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I. EDUCATIONAL FACILITIES CLEARINGHOUSE GRANT FAST FACTS

Purpose: The Educational Facilities Clearinghouse (Clearinghouse) will support educational facilities through the provision of technical assistance and training to public facilities for nursery and pre-kindergarten, kindergarten through grade 12, and higher education on issues related to educational facility planning, design, financing, construction, improvement, operation, and maintenance. The Clearinghouse will also develop resources and assemble best practices on issues related to ensuring safe, healthy, and high-performance public facilities, including procedures for identifying hazards and conducting vulnerability assessments.

Eligible Applicants: State or local educational agencies, institutions of higher education, or other public or private agencies, organizations, or institutions.

Absolute Priority: This priority supports applications proposing to establish a Clearinghouse to collect and disseminate information on effective educational practices and the latest research regarding the planning, design, financing, construction, improvement, operations, and maintenance of safe, healthy, high-performance public facilities for nursery and pre-kindergarten, kindergarten through grade 12, and for higher education.

Invitational Priority: Under this priority, applicants may propose to develop and disseminate resources and research regarding best practices in constructing and maintaining environmentally sound educational facilities using green building practices. For the purposes of this competition the term “green building”, as defined by the U.S. Environmental Protection Agency, is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting through design, construction, operation, maintenance, renovation, and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort.

Application Publish Date: June 17, 2010

Application Deadline Date: July 30, 2010

Application Submission: Applications must be submitted electronically via e-Application.

Project Period: Up to 36 months

Estimated Available Funds: \$1,000,000

Estimated Number of Awards: 1

Competition Manager: Sara Strizzi
sara.strizzi@ed.gov

II. APPLICATION SUBMISSION PROCEDURES

APPLICATION TRANSMITTAL INSTRUCTIONS

Applications for grants under this grant competition must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants system. Note: You may not submit your application by e-mail or facsimile.

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

The competition deadline for the Clearinghouse grant program is July 30, 2010. If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

Applicants are required to submit grant applications using the Department of Education's e-Application system (<http://e-grants.ed.gov>) by 4:30:00 p.m. (Washington, D.C. time) on the application deadline date.

For more information on using e-Application, please refer to the Notice Inviting Applications that was published in the *Federal Register* (see Section IV), 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 Clearinghouse grant competition at the following Web site: <http://www.ed.gov/fund/grant/apply/grantapps/index.html>.

e-Application Submission Procedures and Tips for Applicants

IMPORTANT – PLEASE READ

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, 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. 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 (202) 485-0041 or (202) 245-7166. **NOTE: APPLICANTS THAT FAIL TO SUBMIT A SIGNED SF-424 WILL NOT BE CONSIDERED ELIGIBLE.**

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 25 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.

III. PROGRAM BACKGROUND INFORMATION

GENERAL INFORMATION

Eligibility

State or local educational agencies, institutions of higher education (IHEs), or other public or private agencies, organizations, or institutions.

For the purposes of this competition, the term “IHE” is defined in the Higher Education Opportunity Act of 2008, Public Law 110-315 as: an educational institution of higher education in any State that—

(1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate or persons who meet the requirements of section 484(d)(3) of the Higher Education Act of 1965, as amended;

(2) Is legally authorized within such State to provide a program of education beyond secondary education;

(3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;

(4) Is a public or other nonprofit institution; and

(5) Is accredited by a nationally recognized accrediting agency or association or, if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Authority

This application package is based on 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, and 99 of the Education Department General Administrative Regulations (EDGAR). This competition is authorized under Title IV, Section 4121 of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act of 2001.

Official Documents Notice

The official documents governing this competition are the Notice Inviting Applications published in the Federal Register [See Section IV (Legal and Regulatory Documents) of this application package]. These notices are also available electronically at the following Web sites: www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

Resources

Any questions related to the requirements of this grant competition should be directed to the Competition Manager for this competition, Sara Strizzi of the Office of Safe and Drug-Free Schools (OSDFS) via email at sara.strizzi@ed.gov.

Grant Awards and Project Period

The project period for this grant is up to 3 years. We suggest developing a timeline that starts on September 30, 2010 and runs through September 30, 2013.

Budget

Applicants requesting funds must submit a [single] ED Standard Form 524 and two detailed budgets for each of the three, 12-month budget periods to be eligible for funding each year. The ED Standard Form 524 should represent the total funds needed to support the proposed project for each of the 12-month budget periods. Applicants may request up to \$1,000,000 per budget period.

Budget Narrative

Applicants should submit a detailed budget narrative as part of the application. In general, we ask that applicants submit their budget narratives/justifications based on the primary ED budget categories as follows:

- Personnel
- Fringe
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other
- Indirect Costs
- Training Stipends

Travel Budget for Required Program Review Meetings

Applicants must budget for attendance at two annual one-day program review meetings in Washington, DC. For planning purposes, applicants should include funds for transportation, lodging, and per diem costs for key project staff to attend each of these three meetings.

NOTE: Additional travel budget expenditures should also be planned as needed to complete the training and technical assistance requirements.

E-mail Addresses

As part of our review of your application, we may need to contact you with questions for clarification. Please be sure your application contains valid e-mail addresses for the Project Director and Authorized Representative.

Project Director Time Commitment

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

information in the budget narrative or that they add this information to the Project Director line on the Department of Education Supplement to the SF 424.

Review of Applications and Notification of Awards

The review of applications and notification of award for this grant competition requires approximately six to eight weeks. We expect to notify the successful applicant by September 30, 2010. Unsuccessful applicants will be notified within 60 days of the award start date.

Contracting for Services

Generally, all procurement transactions must be conducted in a manner providing full and open competition, consistent with the procurement standards in §74.44 or §80.36 of the Education Department General Administrative Regulations (EDGAR). This section requires that grantees use their own procurement procedures (which reflect State and local laws and regulations) to select contractors, provided those procedures meet certain standards described in EDGAR. EDGAR is available online and can be accessed at <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Because grantees must use appropriate procurement procedures to select contractors, **applicants should not include information in their grant applications about specific vendors, nor the names of specific contractors**, that may 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.

Expectations of Grantees

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by the U.S. Department of Education (ED) and its contractors. At a minimum, grantees are expected to:

- ❑ Maintain records on the implementation of their project;
- ❑ Maintain records on the extent to which their program objectives are being met;
- ❑ Include specific performance measures in their evaluation plan;
- ❑ Document progress towards addressing the Government Performance and Results (GPRA) Act measures identified for this program; and
- ❑ Make ongoing project information, findings, and products available upon request to ensure the dissemination of knowledge gained from this grant program.

The grantee may also be expected to work with ED's Readiness and Emergency Management for Schools (REMS) Technical Assistance Center on any cross-cutting initiatives or projects.

THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to state clearly what it intends to accomplish, identify the resources required, and periodically report its progress to the U.S. Congress. GPRA is intended to contribute to improvements in accountability for the expenditure of public funds; enhance congressional decision making through more objective information on the effectiveness of Federal programs; and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, ED has developed a strategic plan that reflects organizational priorities and integrates those with our mission and program authorities. We have also developed GPRA measures for the individual programs we administer, including the Clearinghouse grant program.

Performance Measure: We have identified the following GPRA performance measure for assessing the effectiveness of the Clearinghouse grant program:

- The percentage of recipients of Clearinghouse on-site training or technical assistance that implement one or more changes in improving their education facility based upon Clearinghouse recommendations within six months of the training or technical assistance.

If needed, upon award of the grant, the Secretary will work with the grantee to refine or augment this measure.

This GPRA measure constitutes the Department's indicator of success for this program. Consequently, we advise applicants for a grant under this program to consider carefully this measure in designing their proposed project, including considering how you will collect the necessary data for the measure. Grantees will be required to collect and report, in their interim and final performance reports, baseline data as well as data on their progress with regard to this measure throughout the project period.

The grantee will be expected to collect data on the performance measure established for this program, and report that data to the Department in their annual and final performance reports. Grantees are expected to complete all performance reports using the ED 524B Form: http://www.ed.gov/fund/grant/apply/appforms/ed524b_cover.doc and http://www.ed.gov/fund/grant/apply/appforms/ed524b_status.doc.

EDUCATIONAL FACILITIES CLEARINGHOUSE

The Department of Education (ED) has supported the development and dissemination of information related to educational facility design, financing, construction, and improvement for over a decade. The Educational Facilities Clearinghouse (Clearinghouse) will assist ED in continuing to explore and advance the field of knowledge in this area, while also serving as a clearinghouse and technical assistance resource for preschools, K-12 schools, and higher education.

According to the National Center for Education Statistics, in 1998, the most recent year for which this data is available, the average public school building was 42 years old. Nearly half of the nation's existing schools were built between 1950 and 1969, largely due to an increase in students as a result of the Baby Boom generation.¹ As such, many buildings are currently outdated, over crowded, difficult to maintain, and unable to accommodate advances made in teaching methods and building design standards. In a recent review of the current state of the nation's school facilities, the American Society of Civil Engineers gave the nation's K-12 schools a "D" grade in their Infrastructure Report Card citing estimated costs needed to modernize schools ranging from \$127 billion to more than \$268 billion.²

In 1995, the General Accounting Office found that one-third of the nation's schools, serving a total of 14 million students, reported the need for extensive repair or replacement of one or more buildings and that almost 60 percent of schools reported at least one major building feature was in disrepair. A follow-up study conducted in 1996 found that approximately 25 million students attended schools that presented at least one unsatisfactory environmental condition, such as poor acoustics for noise control, ventilation, and physical security. A subsequent study of school principals conducted in 2005 by the National Center of Education Statistics, found significant improvement in building environmental concerns where only 6 to 16 percent of principals reported that various environmental factors interfered with instruction within permanent buildings. The percentages were slightly higher for portable buildings, with 8 to 18 percent of principals reporting that environmental factors interfered with instruction in these buildings.³

The aging of the nation's schools is an issue of significant concern. With a projected enrollment in 2016 of over 59 million K-12 students and over 20 million students in postsecondary schools, states, local educational agencies, and IHEs will face increasing demands to address the need to construct new educational facilities and to modernize and renovate existing schools to accommodate increased numbers of students, modern teaching methods, safety concerns, and to meet current standards for technology placement and green building practices. Creating healthy and high-performance or sustainable schools will require schools to consider several climatic

2 U.S. Department of Education, National Center for Education Statistics. "How Old are America's Public Schools?" Issue Brief. 1999. NCES 1999-048. Available at <http://nces.ed.gov/pubs99/1999048.pdf>. Accessed on 12/18/08.

3 American Society of Civil Engineers. "Infrastructure Report Card 2005." 2004. Available at <http://www.asce.org/reportcard/2005/page.cfm?id=31&printer=1>. Accessed on 12/24/08.

4 U.S. Department of Education, National Center for Education Statistics, Fast Response Survey System (FRSS), "Public School Principals' Perceptions of Their School Facilities: Fall 2005," FRSS 88, 2005. Available at <http://nces.ed.gov/pubs2007/2007007.pdf>. Accessed on 2/4/09.

conditions, such as enhancing indoor environmental quality, conserving energy and making use of renewable resources, protecting and conserving water, using resource-efficient materials, minimizing construction waste, and optimizing maintenance and operations.

Several research studies suggest that the overall physical condition of school buildings can have significant impact on the health outcomes of its inhabitants, as well as on the educational attainment of students. While many schools have worked to improve the condition of school facilities, new information regarding the positive impact that the physical environment of schools can play on academic achievement suggests that further improvements are needed to enhance the educational experience of our nation's students. Studies consistently show that students housed in newer or modern buildings tend to perform better on standardized tests than students in non-modernized buildings. Students in newer buildings also tend to report better health, attendance, and disciplinary outcomes than their counterparts in older buildings.⁴

Much study has also recently been completed on strategies to improve the environmental impact of schools. These practices, often referred to as "green building practices" include the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort. Green building is also known as a sustainable or high performance building.⁵ Green building practices provide several environmental, economic, and social benefits such as improving air and water quality, reducing operating costs, and enhancing occupant comfort and health.

Future design, construction, and renovation of educational facilities will need to take several issues into consideration, such as the quality of the buildings, future operational expenses and maintenance considerations, as well as the health and academic outcomes of millions of students. The Clearinghouse will provide expertise, technical assistance, and resources to guide schools and higher education in making these important decisions about the future of our nation's educational facilities.

4 National Clearinghouse for Education Facilities. "Do School Facilities Affect Academic Outcomes?" November 2002.

5 U.S. Environmental Protection Agency. Accessible at <http://www.epa.gov/greenbuilding/pubs/about.htm>. Accessed on 1/6/09.

FUNDING PRIORITY

Under 34 CFR 75.105(c)(3), we consider only applications that meet the absolute priority established for this competition.

Absolute Priority

This priority supports applications proposing to establish a Clearinghouse to collect and disseminate information on effective educational practices and the latest research regarding the planning, design, financing, construction, improvement, operations, and maintenance of safe, healthy, high-performance public facilities for nursery⁶ and pre-kindergarten, kindergarten-through-grade 12, and higher education.

Invitational Priority

Under this priority, applicants may propose to develop and disseminate resources and research regarding best practices in constructing and maintaining environmentally sound educational facilities using green building practices. For the purposes of this competition the term “green building”, as defined by the U.S. Environmental Protection Agency, is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting through design, construction, operation, maintenance, renovation, and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort.

Requirements

In order to receive funding, projects must be an eligible applicant and meet the above absolute priority, in addition to the following application requirements.

1. Establish and maintain a Web site. To be considered for an award, applicants must include in their application a plan to establish and maintain a dedicated Web site that will include electronic resources, such as links to published articles and research, related to the planning, design, financing, construction, improvement, operation, and maintenance of safe, healthy, high-performance public facilities for nursery and pre-kindergarten, kindergarten-through-grade-12, and higher education. The Web site should be established within 90 days of the award and must be maintained for the duration of the project. All materials developed under this grant are the property of ED and will be turned over at the end of the grant.
2. Develop Resource Materials. The project funded under this competition must develop resources that support the planning, design, financing, construction, improvement, operation, and maintenance of safe, healthy, high-performance public facilities for nursery and pre-kindergarten, kindergarten-through-grade-12 schools, and higher education. Applicants must plan to develop at least three publications each year. All publication topics must be reviewed

⁶ The term “nursery” as used throughout this application refers to public preschools and other early education schools.

and approved by the Department. In general, the three publications will consist of two short (3-4 pages) resource documents that provide a general overview of a particular topic and one longer (8-10 pages) resource document that provides detailed research or analysis on a particular topic.

3. Distance-Learning Events. Applicants must plan to convene up to three distance-learning events each year on topics related to the absolute priority in this notice. The events must be at least one hour in duration and must be aired and archived on the Clearinghouse's Web site. All proposed topics, materials, and presenters must be reviewed and approved by the Department.

4. Training. Applicants must plan to develop and conduct at least two training programs per year for public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; local educational agencies (LEAs); or public higher education facilities. Training topics must include information on the planning, design, financing, construction, improvement, operation, or maintenance of public educational facilities. Specific training topics could include training on the vulnerability assessment process, including on selecting a vulnerability assessment tool, evaluating educational facility risks and hazards, setting priorities and reporting on identified vulnerabilities, developing written plans to address hazards, and identifying best practices in constructing and maintaining environmentally sound educational facilities using green building practices. Training will be conducted upon request or based on input from the Department or from public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities using appropriate Clearinghouse staff or subcontractors. All training topics, materials, and requests for training must be approved in advance by the Department. Applicants must include funds in their budget request for travel, lodging, and per diem costs to administer the training programs at the host site.

5. Technical Assistance. The project funded under this competition must provide technical assistance to public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities regarding issues related to the planning, design, financing, construction, improvement, operation, and maintenance of public educational facilities. The technical assistance may be provided in the form of electronic or telephone assistance when requested from these parties or by the Department.

Applicants must plan to provide specialized, on-site technical assistance to up to six public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities. The technical assistance must consist of consultation regarding the planning, design, financing, construction, improvement, operation, or maintenance of public educational facilities. Specific technical assistance topics might include information related to assessing facilities and conducting vulnerability assessments; developing written plans to address identified hazards; and other safe school facility-related topics. On-site technical assistance visits will be conducted upon request or based on input from the Department or by public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities using appropriate Clearinghouse staff or subcontractors. The Department must be informed in advance of all technical assistance visits. The Clearinghouse must include in its budget funding for travel, lodging, and per diem costs of its staff or subcontractors to conduct the on-site technical assistance visits.

Additional Requirements

Reporting Requirements

The successful applicant will be required to evaluate the effectiveness and outcomes of the activities funded under this grant and to submit annual reports documenting the effectiveness of the programs and activities funded under their grant.

SELECTION CRITERIA

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

1) Quality of the Project Design. (40 points)

In determining the quality of the project design, the following factors are considered:

- a. The extent to which the proposed project represents an exceptional approach to the priority or priorities established for this competition. (25 points)

Note: Under this criterion, applicants should explain their plan to establish a Clearinghouse to support public educational facilities through technical assistance, training, and information collection and dissemination on issues related to the planning, design, financing, construction, improvement, operation, and maintenance of educational facilities.

Applicants that choose to address the invitational priority should also describe their plan for developing and disseminating resources and research regarding best practices in constructing and maintaining environmentally sound educational facilities using green building practices.

- b. The extent to which the proposed activities constitute a coherent, sustained program of research and development in the field, including, as appropriate, a substantial addition to an ongoing line of inquiry. (15 points)

Note: Under this criterion, applicants should outline their plan to develop and disseminate resource materials, information, and best practices related to educational facilities. Applicants should outline their plan for developing original publications and other resources on topics related to educational facility planning, design, financing, construction, improvement, operation, and maintenance.

2) Quality of Project Services. (30 points)

In determining the quality of the project services, the following factors are considered:

- a. The extent to which the technical assistance services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, as appropriate, and the leveraging of non-project resources. (15 points)

Note: Under this criterion, applicants should outline their plan to provide technical assistance to preschools, K-12 schools, and higher education on issues related to educational facility planning, design, financing, construction, improvement, operation,

and maintenance. Applicants should describe their plan for the Center's Web site design and any relevant features that will assist in the provision of technical assistance.

- b. The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practices among the recipients of those services. (15 points)

Note: Under this criterion, applicants should detail their plan to provide relevant trainings, including distance learning events, for preschools, K-12 schools, and higher education on issues related to educational facility planning, design, financing, construction, improvement, operation, and maintenance.

3) Quality of Project Personnel (20 points)

In determining the quality of the project personnel of the proposed project, the following factor is considered:

- a. The qualifications, including relevant training and experience, of key project personnel.

Note: Under this criterion, applicants should describe the experience, qualifications, and expertise of key project staff in the areas of educational facility planning, design, financing, construction, improvement, operation, and maintenance.

4) Quality of the project evaluation. (10 points)

In determining the quality of the evaluation, the following factors are considered:

- a. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

*Note: Under this criterion, applicants should provide a description of the evaluation plan that includes methods to be used to evaluate the outcomes and effectiveness of the project, including the applicant's plan to address the **Government Performance and Results Act (GPRA) measure** established for this program. Applicants should include clearly identified project activities, objectives, and goals.*

FREQUENTLY ASKED QUESTIONS

General

- ❑ What steps can I take to maximize my chances of receiving a grant?
- ❑ How much money is available for this program?
- ❑ How many new awards will be made?
- ❑ For my GEPA 427 statement (see page 51), is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?
- ❑ What should I use as the project start date?
- ❑ What is the project and budget period for these grants?
- ❑ What is the deadline date for transmittal of applications under this grant competition?
- ❑ May I get an extension of the deadline date?
- ❑ Do applicants need to include the address for responses in the letter to the State Single Point of Contact?
- ❑ What is required from an applicant whose State Single Point of Contact indicates that they are not reviewing applications for this grant competition?
- ❑ By what date do applicants have to submit their application to their State Single Point of Contact, if participating?
- ❑ What are the formatting recommendations for grant applications?
- ❑ Can charts and tables be single spaced?
- ❑ What type of grant will be awarded under this program?
- ❑ What are the roles of the Department of Education staff and the grantee under the cooperative agreement?
- ❑ Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF-424?
- ❑ What forms need to be submitted with an application?

Project Design

- ❑ Who is eligible to apply?
- ❑ Can applicants propose additional services beyond the services outlined in the program requirements?
- ❑ Will applicants be penalized if they choose not to include the Invitational Priority in the project design?
- ❑ Are non-public schools eligible for services under the grant?
- ❑ Are there any electronic and information technology requirements for the Clearinghouse's Web site?
- ❑ Generally, how long are on-site technical assistance visits?
- ❑ How should applicants plan for developing and providing training for Clearinghouse customers?

Budget

- ❑ The grant will provide funds for up to three years. Do I need to submit a budget for each project year?
- ❑ How much information should be included in the detailed budgets?
- ❑ How does the Department differentiate between supplies and equipment?

- ❑ If a proposed budget is too high, will the Department of Education work with the applicant to reduce the budget, or will the application be dismissed?
- ❑ Is there a recommended salary for the Clearinghouse Project Director?
- ❑ Is there a matching requirement for this competition?
- ❑ What is an indirect cost rate?
- ❑ How do I obtain a negotiated, unrestricted indirect cost rate?
- ❑ Who in an organization may be able to provide information about our negotiated, restricted indirect cost rate?
- ❑ Do we have to use our restricted indirect cost rates for this program?
- ❑ How can I provide evidence of my indirect cost rate?
- ❑ What guidance is available on developing a budget narrative?
- ❑ May grant funds be used to construct a facility for the Clearinghouse?
- ❑ Are there certain items that cannot be purchased with these funds?
- ❑ Can the Project Director be a contractor?
- ❑ How can I determine the appropriate per diem amount for employees on travel?

Electronic Application

- ❑ Do I have to submit my application electronically?
- ❑ How do I submit an electronic application?
- ❑ How do I register to submit my grant electronically?
- ❑ If I submit my application electronically, are there any compatibility restrictions, especially if I use Microsoft Vista or Windows 7?
- ❑ If I submit electronically, are there any restriction on the file name size?
- ❑ If I submit electronically, are there any size restrictions on my application?

General

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.
- If you're uncertain about any aspects of this application package, please first review the Frequently Asked Questions section. Most commonly asked questions are answered in this section. If your questions are not addressed, please contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority or the additional requirements for this grant competition, it will not be considered for funding.
- Transmit your application on or before the deadline date of July 30, 2010.

How much money is available for this program?

The FY 2010 appropriation for the Clearinghouse is \$1,000,000. Depending on availability of funds, ED expects to award \$1,000,000 per year for each year of the three-year project period.

How many new awards will be made?

We expect to make one award under this program in FY 2010.

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

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

What should I use as the project start date?

Should you receive the grant, the start date for the project may have to be flexible, depending on when funds can be awarded. We expect that the cooperative agreement will be awarded on September 30, 2010. For planning purposes, the Department recommends using the following project period: September 30, 2010 – September 30, 2013.

What is the project and budget period for these grants?

The grant will be awarded for up to three years.

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

July 30, 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 submissions. 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.

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

Yes, applicants should direct them to send comments to the following address: The Secretary, EO 12372-CFDA #84.215T, U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW, Washington, DC 20202.

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

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

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

Applicants must submit their application to the State Single Point of Contact on or before the deadline date for transmitting their application to the Department.

What are the formatting recommendations for grant applications?

Please submit your application on 8 ½ x 11 paper with a 1-inch margin on all sides. Limit your narrative to 25 typed double-spaced pages that are numbered and printed only on one side. Please use font no smaller than 12-point type in black text.

Can charts and tables be single-spaced?

Yes, you may use single-spacing for charts and tables.

What type of grant will be awarded under this program?

The Educational Facilities Clearinghouse grant will be awarded as a cooperative agreement. A cooperative agreement is a type of discretionary grant awarded by the Department when it anticipates having substantial involvement with the grantee during the performance of the project.

What are the roles of Department of Education staff and the grantee under the grant?

This award is being made as a cooperative agreement because it requires substantial post-award Federal programmatic participation in the conduct of the project. Under this cooperative agreement, the roles and responsibilities of the Department of Education staff and the grantee are:

Role of Department of Education Staff:

- Consult with the Clearinghouse leadership on all phases of the project development and implementation to ensure accomplishment of the goals;
- Review critical project activities for conformity to the mission of the Clearinghouse;
- Provide guidance on project design and components, as needed;
- Review and approve Clearinghouse recommendations of topics for training materials or other resources;
- Review and approve on-site technical assistance requests;

- Facilitate collaboration, as needed; and
- Assume overall responsibility for monitoring the conduct and progress of the Clearinghouse, review performance reports, conduct site visits and make recommendations regarding continuation funding.

Role of the Grantee:

- Comply with all terms and conditions of the award and satisfactorily perform activities to achieve the program goals;
- Satisfactorily complete all required grant activities;
- Consult with and accept guidance and respond to requests for information from the Federal Project Officer and other relevant Department of Education staff;
- Agree to provide the Department with all required data;
- Support and participate in relevant meetings;
- Produce required reports;
- Keep Federal program staff informed of emerging issues, developments and problems; and
- Respond to requests for information from the Federal Project Officer and other relevant Department of Education staff.

Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF-424?

Items 12 and 13 on the SF 424 form only pertain to submissions using the Grants.gov system. The FY 2010 Educational Facilities Clearinghouse grant program is not using the Grants.gov system and therefore these items may be left blank or filled in with a placeholder, such as “9999” or “NA.”

What forms need to be submitted with an application?

All applicants should submit the following forms:

- SF-424, Application for Federal Assistance
- Supplemental Information Required for Department of Education
- ED 524, Budget Information, Non-Construction Programs
- Certification Regarding Lobbying
- SF-LLL, Disclosure of Lobbying Activities
- SF-424B, Assurance-Non-Construction Programs

All forms may be accessed at <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>.

NOTE: Applications that fail to include a signed SF 424 form will not be eligible to be reviewed. Please ensure that this form is signed and either uploaded into e-Application or faxed within three business days of your application submission.

Project Design

Who is eligible to apply?

Eligible applicants include State or local educational agencies, institutions of higher education (IHEs), or other public or private agencies, organizations, or institutions.

For the purposes of this competition, the term “institution of higher education” is defined in Section 101(a) of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, Public Law 110-315 as: an educational institution of higher education in any State that--

(1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate or persons who meet the requirements of section 484(d)(3) of the Higher Education Act of 1965, as amended;

(2) Is legally authorized within such State to provide a program of education beyond secondary education;

(3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;

(4) Is a public or other nonprofit institution; and

(5) Is accredited by a nationally recognized accrediting agency or association or, if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Can applicants propose additional services beyond the services outlined in the program requirements?

Yes, applicants may propose additional activities to be carried out by the Clearinghouse provided that all of the minimum grant requirements are met and these newly proposed activities support the requirements of this program.

Will applicants be penalized if they choose not to include the Invitational Priority in the project design.

Applicants that choose not to include the Invitational Priority will not be penalized in the peer review process.

Are non-public schools eligible for services under the grant?

The Clearinghouse is being established to provide services to public preschools, K-12 schools, and higher education facilities. Therefore, non-public schools are not eligible for direct services such as on-site technical assistance. However, there are no restrictions on access to the Clearinghouse's Web site. All members of the education community, including non-public schools, may access the Web site and benefit from the resources and publications posted on the site.

Are there any electronic and information technology requirements for the Clearinghouse's Web site?

No, however applicants are encouraged to ensure that all aspects of the Web site are accessible by individuals with disabilities. Applicants are encouraged to review ED's Departmental Directive on Procuring Electronic and Information Technology (E&IT) in Conformance with

Section 508 of the Rehabilitation Act of 1973 as Amended for additional guidance. The Directive may be accessed at <http://www2.ed.gov/fund/contract/about/acs/acsocio3105.doc>.

Generally, how long are on-site technical assistance visits?

The length of the site visits will vary based upon the level of technical assistance needed and the scope of the visit. Generally, for planning purposes, ED recommends planning 1-2 days for each on-site technical assistance visit.

How should applicants plan for developing and providing training for Clearinghouse customers?

Applicants may propose a specific plan for developing and providing training for Clearinghouse customers. Applicants should consider how training topics will be selected, who will develop the training programs, and how the training programs will be reviewed and piloted (if needed).

Budget

The grant will provide funds for up to three years. Do I need to submit a budget for each project year?

Yes. For each 12-month project period, a detailed budget is required. You need to submit with the application an ED Form 524 "Budget Information Non-Construction Programs" which summarizes the total budget for each of the three 12-month budget periods.

How much information should be included in the detailed budgets?

For each budget category (for example, personnel, travel, supplies, contractual) you should provide a per unit cost breakdown for all proposed costs. There should be enough information to demonstrate how costs were calculated and that the costs are reasonable. For example, instead of requesting a total of \$12,000 for supplies, you should provide a unit cost breakdown. The breakdown might be by month (@\$1,000 per month) or per staff (@\$800/staff/year for 4 staff members). Regardless, there should be enough detail to support the amount of funding that is being requested.

How does the Department differentiate between supplies and equipment?

If an item falls under \$5,000 per unit cost, it is designated as a supply item according to the Federal guidelines. If an item costs \$5,000 or more per unit, it is designated as equipment. Applicants may also use their organization's definition of these terms, provided that the unit cost of equipment is defined as \$5,000 or less.

If a proposed budget is too high, will the Department of Education work with me to reduce the budget, or will my application be dismissed?

ED staff will review proposed budgets to ensure that the amount requested is necessary, reasonable, and consistent with the scope of work for the proposed project. If a budget item is determined to be unreasonable, unnecessary, or outside the scope of the grant or if the item is unallowable according to the Office of Management and Budget's cost principles, the budget will be reduced accordingly. Peer reviewers do not assess scores based on application budgets.

Is there a recommended salary for the Clearinghouse Project Director?

No, the proposed salaries should be commensurate with the scope of the position, cost of living for the local area, and the experience required. You may include funds for the Project Director in your budget and justification request.

Is there a matching requirement for this competition?

No, there is not a matching requirement.

What is an indirect cost rate?

An indirect cost is an expense that you incur that is necessary to implement the grant, but may be difficult to identify with your grant. 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 unrestricted indirect cost rate** for this competition and provide proof of the approved rate with your grant application.*

For more information, please see: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

How do I obtain a negotiated, unrestricted indirect cost rate?

Generally, negotiated indirect cost rates are calculated by State Education Agencies. However, in some cases, they may be negotiated with a 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.

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

If you do not know your negotiated, unrestricted indirect cost rate, please contact your business office. Please note, you will need to submit proof of this cost rate with your application, such as a signed letter or a page from a state web site.

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

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

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

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

How can I provide evidence of my indirect cost rate?

Generally, the Federal Government permits grant recipients to recover indirect costs for costs associated with their federally funded grant projects. This recovery is based on a rate determined by a cognizant agency that takes into account the indirect costs involved in implementing grant activities. The indirect cost rate is determined through a process of negotiation with an organization’s cognizant agency and is designed to be an accurate reflection of the actual indirect costs associated with conducting programming at that organization.

In order to recover indirect costs under the Educational Facilities Clearinghouse program, the grantee must have (or agree to obtain within 90 days) a federally negotiated indirect cost rate. To provide evidence of this approved rate, we request that you attach a copy of your active indirect cost rate agreement as an appendix to the application package.

What guidance is available on developing a budget narrative?

For additional guidance on preparing a budget narrative, please see http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html.

May grant funds be used to construct a facility for the Clearinghouse?

No. Funds for constructing a facility to house the Clearinghouse are unallowable.

Are there certain items that cannot be purchased with these funds?

Yes. Grant funds cannot be used to purchase refreshments, incentives or prizes, or other items prohibited by the Office of Management and Budget’s Cost Principles.

Can the Project Director be a contractor?

No, the Project Director for the grant must be a direct employee of the organization applying for the grant. The Clearinghouse may contract with external consultants to complete some of the activities to be carried out under the grant, however the official Project Director must be an employee of the organization applying for the grant.

How can I determine the appropriate per diem amount for employees on travel?

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. One source that is available for determining possible per diem amounts is the Government Services Administration (GSA). The GSA establishes per diem rates for the Federal Government for all localities in the country. This information may be accessed at: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.

Alternatively, your organization may have another available source or process that it uses for outlining and approving allowable travel expenditures. Providing you are following your appropriate policies and procedures for your organization, you may use those procedures and amounts instead of the GSA per diem amounts available in the link provided above.

Electronic Application

Do I have to submit my application electronically?

Yes, all applications for the FY 2010 Clearinghouse grant competition must be submitted electronically.

How do I submit an electronic application?

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

Please follow the instructions carefully.

How do I register to submit electronically?

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

If I submit my application electronically, are there any compatibility restrictions, especially if I use Microsoft Vista or Windows 7?

You must submit your application in a .DOC (document), .RTF (rich text), or a .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 or Windows 7 Operating Systems, you will need to convert your document from a .DOCX to a .DOC file before you can submit.

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

No, e-Application does not have a restriction on the number of characters in a file name, however, in the past we have encountered problems opening files that had lengthy names or contained special characters. We recommend you keep the file name simple to less than 25 characters with no special characters. For example, applicants should avoid including special characters in their file names (for example, %, *, /, etc.). Otherwise, we cannot guarantee we can open the document.

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

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

IV. LEGAL AND REGULATORY DOCUMENTS

NOTICE INVITING APPLICATIONS

FEDERAL REGISTER PUBLISH DATE—JUNE 17, 2010

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Educational Facilities Clearinghouse

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

Catalog of Federal Domestic Assistance (CFDA) Number: 84.215T.

Dates:

Applications Available: June 17, 2010.

Deadline for Transmittal of Applications: July 30, 2010.

Deadline for Intergovernmental Review: [INSERT DATE 30 DAYS FROM DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Educational Facilities Clearinghouse (Clearinghouse) will provide technical assistance and training on the planning, design, financing, construction, operation, and maintenance of public nursery and pre-kindergarten, kindergarten-through-grade-12, and higher education facilities. The Clearinghouse will also develop resources and assemble best practices on issues related to ensuring safe, healthy, and high-performance public education facilities, including on procedures for identifying hazards and conducting vulnerability assessments.

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

Absolute Priority: We are establishing this priority to provide a Clearinghouse for public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools, and higher education facilities, to support decision-making related to educational facility planning, design, financing, construction, improvement, operation, and maintenance. This priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Establishment of the Clearinghouse.

This priority supports the establishment of a Clearinghouse to collect and disseminate information on effective educational practices and the latest research regarding the planning, design, financing, construction, improvement, operations, and maintenance of safe, healthy, high-performance public facilities for nursery and pre-kindergarten, kindergarten-through-grade 12, and higher education.

Invitational Priority: For FY 2010 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications. Under this competition we are particularly interested in applications that address the following priority.

This priority is:

Development and Dissemination of Information on Green Building Practices.

Under this priority, applicants may propose to develop and disseminate resources and research regarding best practices in constructing and maintaining environmentally sound educational facilities using green building practices. For the purposes of this competition the term "green building", as defined by the U.S. Environmental Protection Agency, is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting through design, construction, operation, maintenance, renovation, and deconstruction. This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort.

Requirements: Applicants for grants under this competition must meet the following requirements:

1. Establish and maintain a Web site. To be considered for an award, applicants must include in their application a plan to establish and maintain a dedicated Web site that will include electronic resources, such as links to published articles and research, related to the planning, design, financing, construction, improvement, operation, and maintenance of safe, healthy, high-performance public facilities for nursery and pre-kindergarten, kindergarten-through-grade-12, and higher education. The Web site should be established within 90 days of the award and must be maintained for the duration of the project.

2. Develop Resource Materials. The project funded under this competition must develop resources that support the planning, design, financing, construction, improvement, operation, and maintenance of safe, healthy, high-performance

public facilities for nursery and pre-kindergarten, kindergarten-through-grade-12 schools, and higher education. Applicants must plan to develop at least three publications each year. All publication topics must be reviewed and approved by the Department. In general, the three publications will consist of two short (3-4 pages) resource documents that provide a general overview of a particular topic and one longer (8-10 pages) resource document that provides detailed research or analysis on a particular topic.

3. Distance-Learning Events. Applicants must plan to convene up to three distance-learning events each year on topics related to the absolute priority in this notice. The events must be at least one hour in duration and must be aired and archived on the Clearinghouse's Web site. All proposed topics, materials, and presenters must be reviewed and approved by the Department.

4. Training. Applicants must plan to develop and conduct at least two training programs per year for public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; local educational agencies (LEAs); or public higher education facilities. Training topics must include information on the planning, design, financing, construction, improvement, operation, or maintenance of public educational facilities. Specific training topics could include training on the vulnerability assessment process, including on selecting a vulnerability assessment tool, evaluating educational facility risks and hazards, setting priorities and reporting on identified vulnerabilities, developing written plans to address hazards, and identifying best practices in constructing and maintaining environmentally sound educational facilities using green building practices. Training will be conducted upon request or based on input from the Department or from public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities using appropriate Clearinghouse staff or subcontractors. All training topics, materials, and requests for training must be approved in advance by the Department. Applicants must include funds in their budget request for travel, lodging, and per diem costs to administer the training programs at the host site.

5. Technical Assistance. The project funded under this competition must provide technical assistance to public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities regarding issues related to the planning, design, financing, construction, improvement, operation, and maintenance of public educational facilities. The technical assistance may be provided in the

form of electronic or telephone assistance when requested from these parties or by the Department.

Applicants must plan to provide specialized, on-site technical assistance to up to six public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities. The technical assistance must consist of consultation regarding the planning, design, financing, construction, improvement, operation, or maintenance of public educational facilities. Specific technical assistance topics might include information related to assessing facilities and conducting vulnerability assessments; developing written plans to address identified hazards; and other safe school facility-related topics. On-site technical assistance visits will be conducted upon request or based on input from the Department or by public nursery, pre-kindergarten, and kindergarten-through-grade-12 schools; LEAs; or public higher education facilities using appropriate Clearinghouse staff or subcontractors. The Department must be informed in advance of all technical assistance visits. The Clearinghouse must include in its budget funding for travel, lodging, and per diem costs of its staff or subcontractors to conduct the on-site technical assistance visits.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities and other requirements. Section 437(d)(1) of GEPA, however, allows the Secretary to exempt from rulemaking requirements, regulations governing the first grant competition under a new or substantially revised program authority. This is the first competition for an educational facilities clearinghouse under section 5411 of the Elementary and Secondary Education Act of 1965, as amended and, therefore, qualifies for this exemption. In order to ensure timely grant awards, the Secretary has decided to forgo public comment on the absolute priority and requirements under section 437(d)(1) of GEPA. This absolute priority and requirements will apply to the FY 2010 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition.

Program Authority: 20 U.S.C. 7243-7243b, the Consolidated Appropriations Act of 2010, Public Law 111-117.

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

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

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

II. Award Information

Type of Award: Cooperative agreement.

Estimated Available Funds: \$1,000,000.

Estimated Number of Awards: 1.

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

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: State or local educational agencies, institutions of higher education (IHEs), or other public or private agencies, organizations, or institutions.

For the purposes of this competition, the term "institution of higher education" is defined in section 101(a) of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, Public Law 110-315 as: an educational institution of higher education in any State that--

(1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate or persons who meet the requirements of section 484(d)(3) of the Higher Education Act of 1965, as amended;

(2) Is legally authorized within such State to provide a program of education beyond secondary education;

(3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree or awards a degree that is acceptable for admission to a graduate or professional degree program, subject to review and approval by the Secretary;

(4) Is a public or other nonprofit institution; and

(5) Is accredited by a nationally recognized accrediting agency or association or, if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

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: Sara Strizzi, U.S. Department of Education, 550 12th Street, SW., 10th Floor, Washington, DC 20202-6450. Telephone: (303) 346-0924 or by e-mail: sara.strizzi@ed.gov. You can also obtain an application

package via the Internet. To obtain a copy via the Internet, use the following address:

<http://www2.ed.gov/fund/grant/apply/grantapps/index.html>.

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

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

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

3. Submission Dates and Times:

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

Deadline for Transmittal of Applications: July 30, 2010.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

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

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

Deadline for Intergovernmental Review: [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

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

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

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, (1) you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN); (2) you must register both of those numbers with the Central Contractor Registry (CCR), the Government's primary registrant database; and (3) you must provide those same numbers on your application.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

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

a. Electronic Submission of Applications.

Applications for a grant under the Educational Facilities Clearinghouse program--CFDA Number 84.215T must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: <http://e-grants.ed.gov>.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

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:

- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the

application deadline date. The e-Application system 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 qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must 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 Office of Safe and Drug-Free Schools 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) 485-0041 or (202) 245-7166.

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

Application Deadline Date Extension in Case of e-Application

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.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through e-Application because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to e-Application;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it

must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Sara Strizzi, U.S. Department of Education, 550 12th Street, SW., 10th Floor, Washington, DC, 20202-6450. FAX: (202) 485-0041.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.215T)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

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

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must

deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.215T)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

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

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in 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 Measure: We have identified the following Government Performance and Results Act of 1993 (GPRA) performance measure for assessing the effectiveness of the Clearinghouse: The percentage of recipients of Clearinghouse on-site training or technical assistance that implement one or more changes in improving their education facility based upon Clearinghouse recommendations within six months of the training or technical assistance.

If needed, upon award of the grant, the Secretary will work with the grantee to refine or augment this measure.

VII. Agency Contact

For Further Information Contact: Sara Strizzi, U.S. Department of Education, 550 12th Street, SW., 10th Floor, Washington, DC 20202-6450. Telephone: (303) 346-0924 or by e-mail: sara.strizzi@ed.gov.

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

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the 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:

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

Authorizing Legislation – No Child Left Behind Act of 2001

Subpart 2-National Programs

SEC. 4121. FEDERAL ACTIVITIES.

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

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

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

V. GENERAL APPLICATION INSTRUCTIONS AND INFORMATION

PREPARING THE APPLICATION

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

A panel of non-Federal readers 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.

All applicants are encouraged to adhere to the following formatting guidelines:

- Use 1-inch margins. If you submit your application in paper format by mail or hand delivery, your application must be printed on 8 1/2” by 11” paper, single-sided. Narratives should be limited to 25 double-spaced pages.
- Use consistent font no smaller than 12-point type throughout your document (you may use smaller text in charts or tables, as long as the text is legible). You may use boldface type, underlining, and italics; however, do not use colored text.
- For the project narrative, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document, beginning with the Abstract and ending with the Appendices. **Note:** Do not paginate any of the forms.

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

D-U-N-S Number Instructions

All applicants must obtain and use a D-U-N-S Number, and all applicants applying through e-Application must register with e-Grants.ed.gov. The D-U-N-S Number used on the application must be the same number that the applicant’s organization used to register with the Central Contractor Registry. If the numbers are not the same, e-Application will reject the application.

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps to ensure the accuracy of the 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 D-U-N-S Number has been entered correctly.

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

ORGANIZING THE APPLICATION

Applications submitted electronically must follow the format given in the e-Application system. The system will then organize the information automatically.

1. Application for Federal Assistance (SF 424): This is the title page of your application. Be sure that item 11 of SF 424, clearly identifies the Catalog of Federal Domestic Assistance (CFDA) Number and Title of the competition under which funds are being requested. Please include the following: **CFDA #84.215T and Educational Facilities Clearinghouse.**

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

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

Please note: The Authorized Representative of your organization must sign the SF 424. If a signed copy of this form is not received with your application (either included in the hard copy submission or faxed within three days of your electronic submission to the Office of Safe and Drug-Free Schools at (202) 485-0041 or (202) 245-7166), your application WILL NOT BE ELIGIBLE FOR REVIEW.

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

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

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

5. Budget Form (ED Form 524): Use the Budget Information Form to prepare a budget that covers the entire (up to 36 month) budget period. List each year's budget in the appropriate column. 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 (ED Form 524) and accompanying budget narrative/justification should provide enough detail for ED staff to understand easily how costs were determined and if the budget is commensurate with the scope of the project. **Note:** Failure to submit a detailed budget narrative may result in significant cuts to your budget request.

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

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

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

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

8. Assurances and Certifications: If you are submitting an electronic application, you must print out the required forms, complete them, and either upload all signed forms to the e-Application Web site (under the Program Assurances section) or fax them (along with the SF 424 and other forms) to the Office of Safe and Drug-Free Schools at (202) 485-0041 or (202) 245-7166 within (3) working days of the date on which you submitted your electronic application. You should indicate your PR/Award number in the upper right corner of the form and the forms need to have been signed by the closing date for this application.

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

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

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

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

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each State under the Executive Order. The name and address of each State Single Point of Contact is listed below. **Note: A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

To view a list of States that participate in the intergovernmental review process, visit www.whitehouse.gov/omb/grants/spoc.html.

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

Any State process recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by August 30, 2010, at the following address: The Secretary, EO 12372—CFDA #84.215T, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Eastern Time) on August 30, 2010. Please do not send applications to this address.

States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a State Single Point of Contact. If you are located within one of these States, you are exempt from this requirement.

GENERAL EDUCATION PROVISIONS ACT (GEPA) SECTION 427

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

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

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

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

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

Examples

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

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

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

Estimated Public Reporting Burden

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

VI. FINAL APPLICATION SUBMISSION CHECKLIST

Before submitting your application, please review this list to ensure each step was completed according to the directions in this application package. Each application must include:

- Application for Federal Assistance (SF 424) completed according to the instructions, signed by the Authorized Representative, and including the nine-digit D-U-N-S Number and Tax Identification Number.
- Department of Education Supplemental Information Form for the SF 424
- Table of Contents
- Project Abstract (one page maximum, double-spaced)
- Project Narrative (responsive to all elements of the Absolute Priorities, grant requirements, and selection criteria; up to 25 pages double-spaced, 1-inch margins, at least 12-point font)
- Budget Information Form (ED Form 524)
- Detailed budget narrative/justification detailing all expenses included with all calculations double-checked for math errors and including Project Director time.
- All required forms (see below) are signed and dated by an Authorized Representative prior to the closing date for this grant competition.
 - Assurances, Non-Construction Programs (ED Form 424B)
 - Disclosure of Lobbying Activities (Standard Form–LLL)
 - **NOTE:** This form must be signed even if it is not applicable for your organization.
 - Certification Regarding Lobbying (Formerly ED Form 80-0013)
- Narrative response to GEPA 427 that directly explains the barriers to implementation of the Clearinghouse and how you will address them
- Copy of letter to State Single Point of Contact, if applicable
- Proof of federally negotiated indirect cost rate, if claiming indirect costs
- All forms requiring a signature are signed and uploaded electronically with the application or faxed within three business days to (202) 485-0041 or (202) 245-7166 with your PR/Award number in the upper right-hand corner of each.**