

Life Skills for State and Local Prisoners Program

CFDA #84.255A

Information and Application Procedures for Fiscal Year 2006

OMB No. 1890-0009 Expiration Date: 06/30/2008

Application Deadline: April 3, 2006



**Frequently Asked Questions
Page 25.**

U.S. Department of Education

Office of Safe and Drug-Free Schools



UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Dear Colleague:

Thank you for your interest in applying for funding under the Life Skills for State and Local Prisoners Program.

As the U.S. prison and jails population continues to increase, it is important to prepare institutionalized offenders for a successful return to communities. We are committed to broad implementation of the fundamental principles of the President's education reform agenda as reflected in the No Child Left Behind Act in all aspects of our work. The four basic principles are stronger accountability for results, more freedom for states and communities, more choices for parents, and increased use of proven education methods.

The Department has designed this Life Skills for State and Local Prisoners Program competition to support the President's vision for educational reform. Successful applicants will receive funding to establish or expand prison-based and jail-based instructional programs that utilize proven strategies and/or that are specifically designed to scientifically test promising strategies. These programs will be characterized by rigorous accountability systems against clearly defined results and transparent reporting systems. Successful programs will demonstrate instructional practices that serve to restore inmates to productive citizenship.

We look forward to receiving your application under this grant competition.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah A. Price".

Deborah A. Price
Assistant Deputy Secretary

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

TABLE OF CONTENTS

I. IMPORTANT INSTRUCTIONS REGARDING GRANTS.GOV.....	3
II. APPLICATION GUIDANCE.....	6
III. THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA).....	8
IV. TIPS FOR APPLICANTS	9
Before You Begin	
Preparing Your Application	
Submitting Your Application	
What Happens Next?	
V. APPLICATION INFORMATION AND SELECTION CRITERIA.....	10
Background	
Definitions	
Selection Criteria	
VI. APPLICATION CONTENTS.....	13
Preparing the Application	
Organizing the Electronic Application	
Organizing the Paper Application	
General Education Provisions Act (GEPA) Section 427	
VII. APPLICATION SUBMISSION PROCEDURES.....	19
Application Transmittal Instructions	
VIII. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS	21
State Single Points of Contact	
IX. FREQUENTLY ASKED QUESTIONS	25
X. APPENDICES AND FORMS FOR PAPER SUBMISSION	
XI. APPENDICES AND FORMS FOR GRANTS.GOV SUBMISSION	

I. IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

Please note that the Grants.gov site works differently than the U.S. Department of Education's (Department) e-Application system. To facilitate your use of Grants.gov, this document includes important 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.

REGISTER EARLY – Grants.gov registration is a one-time process that may take five or more days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Get Started steps are complete. For detailed information on the Get Started Steps, please go to: <http://www.grants.gov/GetStarted>.

SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

VERIFY SUBMISSION IS OK – You will want to verify that Grants.gov and the Department receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Check Application Status link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/assets/ApplicationErrorTips.doc>. If you discover your

application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: <http://www.grants.gov/CustomerSupport>.

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 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.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to <http://www.grants.gov/ForApplicants> for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage <http://www.grants.gov>.

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.)

MAC Users

If you do not have a Windows operating System, you will need to use a Windows Emulation program to submit an application using Grants.gov. For additional information, review the [PureEdge Support for Macintosh](#) white paper published by Pure Edge:

http://www.grants.gov/GrantsGov_UST_Grantee!/SSL!/WebHelp/MacSupportforPureEdge.pdf, and/or contact Grants.gov Customer Support

(<http://www.grants.gov/CustomerSupport>) for more information. **If you do not have a Windows emulation program and electronic submission is required, please follow 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.)

II. APPLICATION GUIDANCE

This application package contains instructions and forms for preparing and submitting your application. Your application must comply with each requirement and be transmitted on or before the deadline date.

ELIGIBILITY

The following entities are eligible for an award under this program:

- (a) State or local correctional agencies.
- (b) State or local correctional education agencies.

AUTHORITY

This application package is based on (a) 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. (b) The regulations for this program in 34 CFR part 490.4. This competition is authorized under Section 601 of P.L. 102-73, the National Literacy Act of 1991 (20 U.S.C. 1211-2 (1991)), as incorporated by the Department of Education Appropriations Act, 2005 (P.L. 108-447 at 118 Stat. 3145).

OFFICIAL DOCUMENTS NOTICE

The official document governing this competition is the Notice Inviting Applications published in the Federal Register on **February 15, 2006**. This notice also is available electronically at the following Web sites: www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

GRANT AWARDS AND PROJECT PERIOD

We intend the project and budget periods for projects funded under this grant competition to be July 1, 2006 – December 31, 2007. However, awards may be made as late as September 30, 2006. Projects will be funded for eighteen months. An estimated 12 new awards will be made. Projects will be funded for approximately \$315,000 - \$475,000 depending on the scope of work. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

TRAVEL BUDGET

Applicants should budget for the project director to attend an annual project directors' meeting in Washington, DC. For planning purposes, applicants should include funds for transportation, lodging for at least two nights, and per diem costs.

E-MAIL ADDRESSES

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

HUMAN SUBJECTS RESEARCH

In the case of electronic submissions, please refer to Item 3 of the ED Supplemental Form (which is where Human Subjects information is collected for Grants.gov applications). If you are submitting a paper version of your application, please see the instructions for ED Form 424 (Application for Federal Education Assistance), paragraphs 13 and 13a, in the Appendices section of this application package. Projects funded under this grant program may be subject to protection of human subjects requirements. If you have any questions about your responsibilities under these requirements, please contact ED's Protection of Human Subjects Coordinator at 202/245-6153.

RESPONSIBILITIES OF DEPARTMENT OF EDUCATION GRANTEES

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by ED and its contractors. At a minimum, grantees are expected to: maintain records on how their program is operating; maintain records on the extent to which their program objectives are being met; include specific performance measures in their evaluation plan; and make ongoing project information, findings, and products available to ensure the dissemination of knowledge gained from this effort during the grant period.

Additionally, grantees may obtain information online at:

<http://www.ed.gov/fund/grant/about/grantmaking/pt604.html> for more information regarding the responsibilities of an ED grantee.

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 this information collection is OMB No. 1890-0009, Expiration Date: 06/30/2008. The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, 400 Maryland Avenue, SW, Washington, DC 20202-6450.

III. 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 clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve 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 prepared a strategic plan for 2002-2007. This plan reflects ED's priorities and integrates them with its mission and program authorities, and describes how ED will work to improve education for all children and adults in the United States. ED's goals, as listed in the plan, are:

Goal 1: Create a culture of achievement;

Goal 2: Improve student achievement;

Goal 3: Develop safe schools and strong character;

Goal 4: Transform education into an evidence-based field;

Goal 5: Enhance the quality and access to postsecondary and adult education; and

Goal 6: Establish management excellence.

The Secretary has established the following key performance measure for assessing the effectiveness of the Life Skills for State and Local Prisoners Program:

the number of prisoners who attain measurable gains in one or more of the life skill domains (e.g., self-development, communication skills, job and financial skills development, education, interpersonal and family relationship development, stress and anger management or others) taught under these Life Skills projects.

Applicants should include information in their proposal about their plans to collect data necessary to respond to this GPRA measure.

IV. TIPS FOR APPLICANTS

A. Before You Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you including:
 - ✓ Important Instructions regarding Grants.gov
 - ✓ Frequently Asked Questions section in this application package
 - ✓ General grant application technical assistance resources on our Web site at www.ed.gov/admins/grants/apply/techassist/index.html
- If there is information that you do not understand, contact the competition manager for this grant competition.

B. Preparing Your Application

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

C. Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use Grants.gov, follow the instructions on the Grants.gov Web site.

D. What Happens Next?

- In approximately two weeks (depending on the volume of applications we receive), you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number. Please refer to this number if you need to contact us about your application.
- OSDFS staff members screen each application to ensure that all program eligibility requirements are met and that all forms are included.
- Your application will be assigned to a three-person panel of independent reviewers who will read and assess your application according to the selections criteria. Your application will receive a score ranging from 0 to 100.
- A Grant Award Notification will be sent to applicants whose proposals score within the funding range.
- All applicants will receive information via e-mail on how to get access to peer reviewers' comments. Please be sure your application contains valid e-mail addresses.

V. APPLICATION INFORMATION AND SELECTION CRITERIA

A. Background

The U.S. prison and jail population has continued to build rapidly over recent decades and in recent years. State prison populations now exceed 1.2 million. The jail population exceeds 665,000. Incarcerated populations have grown out of proportion to growth in the national population. When incarceration is defined as individuals serving at least a one-year sentence in a federal or State facility, the rate of incarceration per 100,000 Americans increased from 411 in 1995 to 476 at year-end 2002. These rates are highly disproportionate by age, race and sex. A dramatic and often cited example is an incarceration rate for black males in the 25 to 29 age group exceeding 10%, contrasted to a rate of 1.2% for white males in the same age group. (Prisoners in 2002, U.S. Department of Justice, Bureau of Justice Statistics.)

When convicted and sentenced offenders complete terms of incarceration and return to free communities, they face many challenges that can result in a tragic cycle of recidivism. Recidivism rates remain stubbornly high. According to studies cited by former Attorney General John Ashcroft (September 20, 2004 speech to the Department of Justice Offender Re-Entry Conference), as many as two thirds of those released each year will commit a serious offense within three years. Crime victims, the public, the offenders family and the criminal offender himself or herself all suffer. Incarceration and re-incarceration is associated with low levels of educational attainment, while evidence indicates that academic and vocational education during incarceration reduces incarceration. (“National Portrait of SVORI,” July 2004, RTI International and the Urban Institute.) As prison populations expanded in recent years, the numbers of persons being released to American communities has continued to rise, making the impact of re-offending former prisoners increasingly significant.

Recent federal initiatives are supporting community-based networks of support for releasing offenders to alleviate the cycle of recidivism for today’s incarcerated population. The Life Skills for State and Local Inmates Program supports institutionally based services that can build a readiness to benefit from the opportunities and supports available to offenders approaching release from prison or jail. The Program funds educational services for offenders during the period of incarceration, the purpose of which is to reduce the recidivism rates of participants. It is important that programs identify and serve offenders at an appropriate juncture in their incarceration and that the services offered relate to their re-entry challenges.

Grantees are to offer instruction in “Life Skills,” a term used very broadly in the authorizing legislation. An instructional program in life skills may include such skills as “self-development, communication skills, job and financial skill development, education, interpersonal and family relationship development, and anger management.” This broad definition offers both a challenge and an opportunity to grantees. Grantees are invited to focus on identifying and offering instruction in those areas most promising of supporting post release success. An important resource in meeting this challenge is the set of programs serving the releasing population during reentry. These programs are an important source of information on the knowledge, skills and abilities found to be most critical in support post release success, as well as on unique aspects of

the life challenges facing the particular population of former offenders.

The Serious and Violent Offender Reentry Initiatives is a recent partnership of federal agencies to support the development of reentry programs. This program articulated a three-stage model of re-entry, described by former Attorney General John Ashcroft (September 20, 2004 speech to the Department of Justice Offender Re-Entry Conference) as:

- pre-release phase with education, mental health and substance abuse treatment, job training and risk assessment
- transition phase prior to and immediately following offender release, and the
- post release, sustained, long-term mentoring, counseling and support phase.

While the Life Skills for State and Local Prisoners Program is clearly a “pre-release phase” program, its potential will be realized when services offered are integrated with other pre-release services as well as with services during the subsequent phases of release. Within that context, educators can play an important role in realizing the human potential of those incarcerated persons preparing for return to families, worksites and to the communities we will share in the years to come.

B. Definitions

For the purpose of this competition, terms used in this notice have the following meanings:

- ✓ Life skills - includes self-development, communication skills, job and financial skills development, education, interpersonal and family relationship development, and stress and anger management.
- ✓ Local correctional agency - means any agency of local government that provides corrections services to incarcerated adults.
- ✓ Local correctional education agency - means any agency of local government, other than a local correctional agency, that provides educational services to incarcerated adults.
- ✓ State correctional agency - means any agency of State government that provides corrections services to incarcerated adults.
- ✓ State correctional education agency - means any agency of State government, other than a State correctional agency, that provides educational services to incarcerated adults.

C. Selection Criteria

The selection criteria for this competition are from 34 CFR 75.210 of EDGAR and are as follows:

Note: The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses.

(1) **Significance (20 points)** – In determining the significance of the proposed project, the following factors are considered:

- (a) The likelihood that the proposed project will result in system change or improvement.
- (b) The extent to which the proposed project is likely to yield findings that may be utilized by other appropriate agencies and organizations.

(2) Quality of the Project Design (35 points) – In determining the quality of the design of the proposed project, the following factors are considered:

- (a) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (b) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.
- (c) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including information about the effectiveness of the approach or strategies employed by the project.
- (d) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

(3) Quality of Project Services (15 points) – In determining the quality of the services to be provided by the proposed project, the following factors are considered:

- (a) The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- (b) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.
- (c) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.

(4) Quality of the Management Plan (10 points) – In determining the quality of the management plan for the proposed project, the following factors are considered:

- (a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (b) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

(5) Quality of the Project Evaluation (20 points) – In determining the quality of the evaluation, the following factors are considered:

- (a) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (b) The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.

VI. APPLICATION CONTENTS

Preparing the Application

A completed application for assistance under this competition consists of two parts: (1) a detailed narrative description of the proposed project and budget, and (2) all forms and assurances that must be submitted in order to receive a grant. An application under this program should address the specific needs of the applicant and propose activities specifically designed to meet those needs. We strongly discourage applicants from using “form” applications or proposals that address general rather than specific local needs. Identical or substantially similar applications are not responsive to the scoring criteria.

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

Organizing the Electronic Application

If you choose to submit your application electronically, you must use the Grants.gov Apply site at <http://www.Grants.gov>. Please go to <http://www.grants.gov/ForApplicants> for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage <http://www.grants.gov>.

1. Application for Federal Education Assistance (ED Form 424): Or complete the SF424 and Supplement if you are applying electronically via Grants.gov.

2. Table of Contents: For applications submitted electronically via grants.gov, attach the Table of Contents to the Project Narrative Attachment Form.

3. Abstract For applications submitted electronically via grants.gov, attach the Abstract under the ED Abstract Form.

4. Project Narrative: For applications submitted electronically via grants.gov, attach the Project Narrative to the Project Narrative Attachment form.

5. Budget Information Form (ED Form 524): Applicants must complete ED Form 524, Sections A, and (as applicable) Section B. Provide line item amounts for major budget categories. Follow instructions for ED FORM 524.

6. Budget Narrative: For applications submitted electronically via grants.gov, attach the Budget Narrative to the Budget Narrative Attachment Form

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

scope of the project. Applicants must submit separate detailed budgets for each year as shown on the Budget Information Form.

For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Be sure to include evidence of a federally negotiated indirect cost rate.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain competitive advantage if you do.

7. Appendices: For applications submitted electronically via grants.gov, attach all Appendices under the Other Attachment form.

Other information the applicant wishes to include in support of its capacity, experience, and readiness to undertake the proposed project, including:

- Resumes of key personnel. If personnel have yet to be hired for this proposed project, include a narrative description of expected staff qualifications.
- Letters of commitment that reflect each person's understanding of their role in the proposed project. Each letter should indicate a willingness to put forth the necessary time and effort to make the project work efficiently and effectively.
- Relevant prior grant experience.

8. Assurances and Certifications: Applicants must complete all the required assurances and forms, with signatures as required. (See attached list of assurances and certifications for electronic submission.)

9. Notification of Award: The review of applications and notification of awards for this grant competition requires approximately 6 to 8 weeks. Unsuccessful applicants will be notified within 60 days of the award start date.

Organizing the Paper Application

Applicants that submit an application should adhere to the following formatting guidelines:

- Submit your application on 8 ½" by 11" paper with a 1-inch margin on all sides.
- Use consistent font no smaller than 12-point type throughout your document. You may use boldface type, underlining, and italics; however, do not use colored text.
- For the project narrative, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document, beginning with the Abstract.

Applicants should organize the information in their application in the following order.

1. Application for Federal Education Assistance (ED Form 424): This is the title page of your application. Be sure that Item 4 identifies the CFDA Number for this grant competition: 84.255A. Under Item 13, indicate whether proposed activities include human subjects research, and if so, whether any or all of the proposed activities are exempt. For additional guidance, visit www.ed.gov/policy/fund/guid/humansub/overview.html or call ED's protection of human subjects coordinator at 202/245-6153.

2. Table of Contents: Include a Table of Contents with page references.

3. Abstract: Include a concise, one-page, double-spaced abstract following the Table of Contents. This is a key element and should include a brief narrative describing: (1) a brief summary of the project goals and objectives and (2) the intended outcomes of the project. Clearly mark this page with the applicant's name as shown in Item 1 of ED Form 424.

4. Project Narrative: This section should be no more than 25 double-spaced typewritten pages. The narrative must contain evidence that the applicant meets absolute priority, and should contain and follow in sequence the information requested for each selection criterion.

5. Budget Information Form (ED Form 524): Use the form provided in Section IX of this application package to prepare a budget for the project.

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

The Budget Information Form and accompanying narrative should provide enough detail for ED staff to easily understand how costs were determined and if the budget is commensurate with the scope of the project. Applicants must submit separate detailed budgets for each year as shown on the Budget Information Form.

For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Be sure to include evidence of a federally negotiated indirect cost rate.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain competitive advantage if you do.

7. Appendices: Information provided in this section includes forms and other material required by ED in order for an application to be eligible for funding as well as any other information that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project. The following items are **not** part of the appendices and may not be included:

- Budget or program narrative information that the applicant wishes to have reviewed as part of its response to one or more scoring criteria—all such information must be included in the narrative portion of the application
- Videotapes, CD-ROMs, photographs, or floppy disks will not be reviewed or returned

This section **must** include the following:

1. ED Form 524
 - Section A, Budget Summary, U.S. Department of Education Funds
 - Section B, Budget Summary, Non-Federal Funds (if appropriate)
 - Section C, Budget Narrative
2. Assurances/Certifications
 - Assurances, Non-Construction Programs (Standard Form, 424B)
 - Certification Regarding Lobbying (ED Form 80-0013)
 - Disclosure of Lobbying Activities (Standard Form-LLL)
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions (ED Form 80-0014)
3. GEPA 427, Equitable Access to and Participation in Federally Assisted Programs
4. Survey on Ensuring Equal Opportunity for Applicants (private, nonprofit organizations only)
5. Letter of Transmittal to State Single Point of Contact (if your state participates)
6. Proof of federally negotiated indirect cost rate (if you are claiming indirect costs)

This section **may** include the following:

1. Other information the applicant wishes to include in support of its capacity, experience, and readiness to undertake the proposed project, including:
 - Resumes of key personnel. If personnel have yet to be hired for this proposed project, include a narrative description of expected staff qualifications.
 - Letters of commitment that reflect each person's understanding of their role in the proposed project. Each letter should indicate a willingness to put forth the necessary time and effort to make the project work efficiently and effectively.
 - Relevant prior grant experience.

8. Assurances and Certifications: Standard Form 424B, ED Form 80-0013, and ED Form 80-0014 must be signed with the original signature of the person authorized to sign for the

institution, and must be included in the application package. **Note:** If 1(b) of Form 80-0013 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.”

9. Notification of Award: The review of applications and notification of awards for this grant competition requires approximately 6 to 8 weeks. Unsuccessful applicants will be notified within 60 days of the award start date.

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, expiration date 6/30/2008. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of Safe and Drug-Free Schools, 400 Maryland Avenue, SW, Washington, DC 20202-6450.

VII. APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

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

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date to. Please mail copies to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.255A
400 Maryland Avenue, SW
Washington, DC 20202 - 4260**

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

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

If you mail an application through the U.S. Postal Service, we do not accept either of the

following as proof of mailing:

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

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Commercial Carrier:

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

Applications that are delivered by commercial carrier, such as Federal Express, United Parcel Service, etc. should be mailed to the:

**U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA# 84.255A
7100 Old Landover Road
Landover, MD 20785-1506**

Applications Delivered by Hand

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date. **(Optional)** – To help expedite our review of your application, we would appreciate your voluntarily including an additional (Fill in), copies of your application.

Please hand deliver copies to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.255A
550 12th Street, SW
PCP - Room 7041
Washington, DC 20202 – 4260**

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

VIII. 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.*

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

Any state process recommendation and other comments submitted by a State Single Point of Contact and any comments from state, area-wide, regional, and local entities must be received by May 31, 2006 at the following address: The Secretary, EO 12372—CFDA #84.255A, 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 p.m. (Eastern Time) on May 31, 2006. 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.

State Single Points of Contact

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 West 7th Street, Room 412
Little Rock, AR 72203
Phone: 501/682-1074
Fax: 501/682-5206
E-mail: tracy.copeland@dfa.state.ar.us

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, CA 95812-3044
Phone: 916/445-0613
Fax: 916/323-3018
E-mail: state.clearinghouse@opr.ca.gov

DELAWARE

Ellen P. McDowell
Federal Aid Coordinator
Office of Management and Budget
540 South Dupont Highway, 3rd Floor
Dover, DE 19901
Phone: 302/739-3327
Fax: 302/739-5661
E-mail: ellen.mcdowell@state.de.us

DISTRICT OF COLUMBIA

Marlene Jefferson
DC Government Office of Partnerships and
Grants Development
414 4th Street, NW
Washington, DC 20001
Phone: 202/727-6515
Fax: 202/727-1652
E-mail: marlene.jefferson@dc.gov

FLORIDA

Lauren P. Milligan
Florida State Clearinghouse
Florida Department of Environmental Protection
3900 Commonwealth Boulevard
Mail Station 47
Tallahassee, FL 32399-3000
Phone: 850/245-2161
Fax: 850/245-2190
E-mail: lauren.milligan@dep.state.fl.us

GEORGIA

Barbara Jackson
Georgia State Clearinghouse
270 Washington Street, SW, 8th Floor
Atlanta, GA 30334
Phone: 404/656-3855
Fax: 404/656-7916
E-mail: gach@mail.opb.state.ga.us

ILLINOIS

Roukaya McCaffrey
Department of Commerce and
Economic Opportunities
620 East Adams, 6th Floor
Springfield, IL 62701
Phone: 217/524-0188
Fax: 217/558-0473
E-mail: roukata_mccaffrey@illinoisbiz.biz

IOWA

Kathy Mabie
Iowa Department of Management
State Capitol Building, Room G12
1007 East Grand Avenue
Des Moines, IA 50319
Phone: 515/281-8834
Fax: 515/242-5897
E-mail: kathy.mabie@iowa.gov

KENTUCKY

Ron Cook
The Governor's Office for Local Development
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Phone: 502/573-2382 or 800/346-5606
Fax: 502/573-2512
E-mail: ron.cook@ky.gov

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, ME 04333
Phone: 207/287-3261 or 207/287-1461 (direct)
Fax: 207/287-6489
E-mail: joyce.benson@state.me.us

MARYLAND

Linda C. Janey, JD
Director, Maryland State Clearinghouse for
Intergovernmental Assistance
301 West Preston Street, Room 1104
Baltimore, MD 21201-2305
Phone: 410/767-4490
Fax: 410/767-4480
E-mail: ljaney@mdp.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, MI 48226
Phone: 313/961-4266
Fax: 313/961-4869
E-mail: pfaff@semcog.org

MISSISSIPPI

Janet Riddell
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, MS 39201
Phone: 601/359-6762
Fax: 601/359-6758
E-mail: jriddell@dfa.state.ms.us

MISSOURI

Sara VanderFeltz
Federal Assistance Clearinghouse
Office of Administration
Commissioner's Office
Capitol Building, Room 125
Jefferson City, MO 65102
Phone: 573/751-0337
Fax: 573/751-1212
E-mail: sara.vanderfeltz@oa.mo.gov

NEVADA

Kimberley Perondi
Department of Administration
State Clearinghouse
209 East Musser Street, Room 200
Carson City, NV 89701
Phone: 775/684-0209
Fax: 775/684-0260
E-mail: kperondi@budget.state.nv.us

NEW HAMPSHIRE

MaryAnn Manoogian
Director, New Hampshire Office of
Energy and Planning
Attn: Intergovernmental Review Process
57 Regional Drive
Concord, NH 03301-8519
Phone: 603/271-2155
Fax: 603/271-2615
E-mail: irp@nh.gov

NEW YORK

Linda Shkreli
Office of Public Security
Homeland Security Grants Coordination
633 3rd Avenue
New York, NY 10017
Phone: 212/867-1289
Fax: 212/867-1725

NORTH DAKOTA

Jim Boyd
North Dakota Department of Commerce
1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057
Phone: 701/328-2676
Fax: 701/328-2308
E-mail: jboyd@state.nd.us

RHODE ISLAND

Joyce Karger
Department of Administration
One Capitol Hill
Providence, RI 02908-5870
Phone: 401/222-6181
Fax: 401/222-2083
E-mail: jkarger@doa.state.ri.us

SOUTH CAROLINA

Jean Ricard
Office of State Budget
1201 Main Street, Suite 870
Columbia, SC 29201
Phone: 803/734-1314
Fax: 803/734-0645
E-mail: jricard@budget.sc.gov

TEXAS

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, TX 78711
Phone: 512/305-9415
Fax: 512/936-2681
E-mail: dfrancis@governor.state.tx.us

UTAH

Sophia DiCaro
Utah State Clearinghouse
Governor's Office of Planning and Budget
Utah State Capitol Complex, Suite E210
P.O. Box 142210
Salt Lake City, UT 84114-2210
Phone: 801/538-1027
Fax: 801/538-1547
E-mail: sdicar@utah.gov

WEST VIRGINIA

Fred Cutlip
Director, Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, WV 25305
Phone: 304/558-4010
Fax: 304/558-3248
E-mail: fcutlip@wvdo.org

WISCONSIN

Division of Intergovernmental Relations
Wisconsin Department of Administration
101 East Wilson Street, 10th Floor
P.O. Box 8944
Madison, WI 53708
Phone: 608/266-7043
Fax: 608/267-6917
E-mail: spoc@doa.state.wi.us

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs/
Office of the Governor
Department of Commerce
American Samoa Government
Pago Pago, AS 96799
Phone: 684/633-5155
Fax: 684/633-4195
E-mail: pmgaleai@samoatelco.com

VIRGIN ISLANDS

Ira Mills
Director, Office of Management and Budget
#41 Norre Gade Emancipation Garden
Station, 2nd Floor
St. Thomas, VI 00802
Phone: 340/774-0750
Fax: 340/776-0069
E-mail: irmills@usvi.org

GUAM

Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, GU 96910
Phone: 011-671-472-2285
Fax: 011-671-472-2825
E-mail: jer@ns.gov.gu

NORTHERN MARIANA ISLANDS

Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Phone: 670/664-2289
Fax: 670/664-2272
E-mail: omb.jseman@saipan.com

PUERTO RICO

Jose Caballero/Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-1119
Phone: 787/723-6190
Fax: 787/722-6783

Note: This list is based on the most current information provided by the states. Changes to this list can be made only after OMB is notified by a state's officially designated representative. E-mail messages can be sent to ephillips@omb.eop.gov. If you prefer, you may send correspondence to the following postal address: Attn: Grants Management, Office of Management and Budget, New Executive Office Building, Suite 6025, 725 17th Street, NW, Washington, DC 20503. Note: Inquiries about obtaining a federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (www.cfda.gov) and the Grants.gov Web site (www.grants.gov).

IX. FREQUENTLY ASKED QUESTIONS

How do I know if my agency is eligible to apply for this grant?

Your agency is eligible to apply for this grant if it falls into one of the following four categories:

- a) State Correctional Agencies
- b) Local Correctional Agencies
- c) State Correctional Education Agencies
- d) Local Correctional Education Agencies

Is there a matching requirement of funds under this grant program?

No. This grant program does not require matching funds.

What activities are considered “Life Skills?”

This program considers “life skills” to be skills necessary for an incarcerated person to reintegrate into society and includes self-development, communication skills, job and financial skills development, education, interpersonal, and family relationship development, and stress and anger management.

Can we get an extension of the deadline?

No. A closing date may be changed under extraordinary circumstances; however, any change must be announced in the Federal Register and apply to all applicants.

How does the Freedom of Information Act affect my application?

The Freedom of Information Act (FOIA), enacted in 1966, provides that any person has the right to request access to Federal agency records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit www.usdoj.gov/04foia/foiastat.htm.

Once the review panel has reviewed my application, can you tell me the outcome?

No. While many applicants have legitimate reasons for wanting to know the outcome of the review prior to official notification (i.e. making job decisions and notifying contractors), we cannot share information about the review prior to final funding decisions and official notification.

Is travel allowed under this grant program?

Travel necessary to carry out the project is allowed. Because we request the project directors of funded projects to attend an annual project directors’ meeting you should include at least one trip to Washington, DC in the travel budget. Travel to conferences is sometimes allowed when it is for purposes of dissemination or training.

Can I obtain copies of reviewers' comments of my application?

Yes. Reviewers' comments will be available electronically. Please include a valid email address in your application packet.

If my application receives a high score from reviewers, does that mean that I will automatically receive funding?

Not necessarily. The office must consider the dollars available for this particular competition in conjunction with those applicants who received high scores. The order of selection (which is based on the ranked scores of all of the applications), the amount of funding available, and other relevant factors, determines the number of applications that can be funded.

I understand that previous projects were funded for three years. Should we prepare a three-year plan and budget?

Prior competitions funded programs operated for three years; however, the appropriation is for an eighteen month project period only and the Department does not foresee an opportunity to grant funding for additional years. Please prepare an application and budget for an eighteen month project only

Can we fund community based post release services?

While we appreciate the importance of a continuity of services and the provision of post release services, this program is specifically authorized to provide services to inmates. This requires that we limit our grantees to using grant funds only to provide service during the period of incarceration. (The only exception is for evaluation. Funds can be used to contact program participants post release for the purpose of evaluation.) Effective programs will link to community-based services and grantees are encouraged to develop these linkages as part of their service plans and to describe them in application materials.

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

- Read the application carefully and completely *before* preparing your application.
- Follow **all** instructions to ensure that your application is complete.
- Organize your application so that it is clear, logical, and comprehensive. Remember that the panel can only assess and score you according to what you've submitted, so be certain to include thorough and essential information through your application.
- Include all forms and other requested information.
- Submit your application on time. Applications submitted after the closing date will not be considered for funding.

What if I have a question or don't understand a portion or portions of the application?

The Department's application packages contain detailed instructions on how to complete an application. However, if something is still not clear to you after reading the instructions, you may contact either Carlette Huntley (Carlette.Huntley@ed.gov) 202-205-7943 or John Linton (John.Linton@ed.gov) 202-205-7942.

X. APPENDICES AND FORMS FOR PAPER SUBMISSION

- Budget Information – Non-Construction Programs (ED Form 524)
- Assurances - Non-Construction Programs (Standard Form 424B)
- Certification Regarding Lobbying (ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form – LLL)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions (ED Form 80-0014)
- Grant Application Receipt Acknowledgement; Grant and Contract Funding Information; D-U-N-S Number Instructions
- Statute
- Application for Federal Education Assistance (ED Form 424)
- Application Package Preparation Checklist

XI. APPENDICES AND FORMS FOR GRANTS.GOV

SUBMISSION

- Statute
- SF 424 instructions and the ED supplement to the SF 424 instructions
- Grants.gov Lobbying form (formerly ED 80-0013 form)
- Grant Application Electronic Receipt Acknowledgement; Grant and Contract Funding Information;
D-U-N-S Number Instructions
- Application Package Preparation Checklist

H.R.2313

To amend the School Dropout Demonstration Assistance Act of 1988 to extend authorization of appropriations through fiscal year 1993, and for other purposes. (Enrolled as Agreed to or Passed by Both House and Senate)

SEC. 313. NATIONAL LITERACY ACT AMENDMENTS.

Section 601 of the National Literacy Act of 1991 is amended to read as follows:

SEC. 601. FUNCTIONAL LITERACY AND LIFE SKILLS PROGRAMS FOR STATE AND LOCAL PRISONERS.

(a) ESTABLISHMENT- The Secretary is authorized to make grants to eligible entities to assist such entities in establishing, improving, and expanding a demonstration or system-wide functional literacy program.

(b) PROGRAM REQUIREMENTS- (1) To qualify for funding under subsection (d), each functional literacy program shall--

(A) to the extent possible, make use of advanced technologies, such as interactive video- and computer-based adult literacy learning; and

(B) include--

(i) a requirement that each person incarcerated in the system, prison, jail, or detention center who is not functionally literate, except a person described in paragraph (2), shall participate in the program until the person--

(I) achieves functional literacy, or in the case of an individual with a disability, achieves a level of functional literacy commensurate with his or her ability;

(II) is granted parole;

(III) completes his or her sentence; or

(IV) is released pursuant to court order; and

(ii) a prohibition on granting parole to any person described in clause (i) who refuses to participate in the program, unless the State parole board determines that the prohibition should be waived in a particular case; and

(iii) adequate opportunities for appropriate education services and the screening and testing of all inmates for functional literacy and disabilities affecting functional literacy, including learning disabilities, upon arrival in the system or at the prison, jail, or detention center.

(2) The requirement of paragraph (1)(B)(i) may not apply to a person who--

(A) is serving a life sentence without possibility of parole;

(B) is terminally ill; or

(C) is under a sentence of death.

(c) ANNUAL REPORT- (1) Within 90 days after the close of the first calendar year in which a literacy program authorized by subsection (a) is placed in operation, and annually for each of the 4 years thereafter, a grantee shall submit a report to the Secretary with respect to its literacy program.

(2) A report under paragraph (1) shall disclose--

(A) the number of persons who were tested for eligibility during the preceding year;

(B) the number of persons who were eligible for the literacy program during the preceding year;

(C) the number of persons who participated in the literacy program during the preceding year;

\$15,000,000 for fiscal year 1993, \$20,000,000 for fiscal year 1994, and \$25,000,000 for fiscal year 1995.!

INSTRUCTIONS FOR THE SF-424

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

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

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

Item	Entry:	Item	Entry:		
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.		
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.		
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.		
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.		
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.		
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant’s Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.		
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant’s control number, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant’s Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12 th district, NC-103 for North Carolina’s 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000. 		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.				
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.				
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.				
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.		
8.	Applicant Information: Enter the following in accordance with agency instructions: a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization’s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).				
				18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
				19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State

	<p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>		<p>Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
20.			<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="102 667 808 1052"> <tr> <td data-bbox="102 667 456 1052"> <p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p> </td> <td data-bbox="464 667 808 1052"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p>	21.	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)</p>				

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

- 1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

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

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

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

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

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

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

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

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

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

DEFINITIONS FOR

DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

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

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

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

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.

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

B. Nonexempt Research Narrative.

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

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human

subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

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

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

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

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

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

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

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

<http://www.ed.gov/about/offices/list/OCFO/humansub.html>

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

Instructions for ED 524

General Instructions

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

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

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

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

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

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

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

Indirect Cost Information:

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

Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

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

Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

If applicable to this program, provide the rate and base on which fringe benefits are calculated.

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

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

Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

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

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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

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

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at 202/245-6288.

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

Department of Education Web site - <http://www.ed.gov>
Office of the Chief Financial Officer Web Page – <http://www.ed.gov/about/offices/list/ocfo>

D-U-N-S NUMBER INSTRUCTIONS

All grant recipients must have a D-U-N-S Number, a unique nine digit identification code provided by Dun & Bradstreet. If you do not currently have a D-U-N-S Number, you may obtain one at no charge by calling the Dun & Bradstreet Federal Government D-U-N-S Number request line at 866-705-5711, or by visiting the following Web site on the Internet: <https://eupdate.dnb.com/requestoptions/government/ddrreg>. **Please note that we cannot make a grant award without a D-U-N-S Number.**

APPLICATION CHECKLIST – CFDA # 84.255A

Part I: Application for Federal Education Assistance (Standard Form 424) and Preliminary Documents

- Submit the 424 Form, Application for Federal Assistance, CFDA No. 84.255A (Cover Sheet) and the ED Supplement to the SF 424 in Grants.gov

Part II: Project Abstract

- Abstract briefly describing proposed project (one-page, double-spaced, not numbered, applicant's name at the top of the page). Attach the abstract to the ED Abstract Form in the application package downloaded from Grants.gov.

Part III: Program Narrative

- Application Narrative (the equivalent of no more than 25 pages, double-spaced, 12-point font) addressing the priority and the selection criteria. Attach the project narrative to the Project Narrative Attachment Form in the application package downloaded from Grants.gov. Also included in this section, but not subject to the 25-page limit, will be a table of contents.

Part IV: Budget and Budget Narrative

- ED 524 Form Sections A and B. The following columns should be completed in Sections A and B: Amounts for each relevant line in column (a), "Project Year 1," including the total cost amounts in lines 9 and 12.
- Amounts for each relevant line in column (f) "Total," including the total cost amounts in lines 9 and 12.

Budget Narrative (Explanation of proposed costs in narrative form in addition to the ED Form 524

- The budget narrative meets the requirements of Form 524 Section C. Attach the Budget Narrative to the Budget Narrative Attachment Form in the application package downloaded from Grants.gov

Part V: Appendices

Other information the applicant wishes to include in support of its capacity, experience, and readiness to undertake the proposed project, including:

- Resumes of key personnel. If personnel have yet to be hired for this proposed project, include a narrative description of expected staff qualifications.
- Letters of commitment that reflect each person's understanding of their role in the proposed project. Each letter should indicate a willingness to put forth the necessary time and effort to make the project work efficiently and effectively.
- Relevant prior grant experience.
- Attach the appendices referenced above to the "Other Attachments Form" in the application package downloaded from Grants.gov as either a .doc, .rtf or. pdf document.

Part VI: Assurances and Certifications

Once all of the required information has been completed, applicants will be required to submit signed copies of those forms, assurances and certifications at a later date if selected for funding. Signed copies should be faxed to Carlette Huntley, U.S. Department of Education, FAX: (202) 205-5722.

Please check to make sure that you have done the following:

Applicants submitting their applications electronically have completed all sections of the electronic application, including the budget materials and have completed all required information on the assurances and certifications except the signatures (you will be required to submit those at a later date if selected for funding).

Applications submitted through grants.gov must be date and time stamped before 4:30 pm Washington, D.C. time on the application deadline date. Applicants also must ensure that the application successfully validated in grants.gov. Log in to grants.gov to check your application status or contact the grants.gov help desk to ensure that your application has been validated.

**U.S. DEPARTMENT OF EDUCATION
WASHINGTON, DC 20202-6450**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

DATED MATERIAL – OPEN IMMEDIATELY

