

Native Hawaiian Education Program Technical Assistance Webinar

Application Closing Date: **June 23, 2017**
At 4:30 pm Washington, DC Time

Note: Please mute your telephones.

Today's Agenda

- Legislation and Purpose
- Application Requirements
- Definitions
- Funding
- Selection Criteria
- Budget Tips
- Important Information about Indirect Costs
- Application Format [Grants.gov](https://www.grants.gov)
- Overview of the Competitive Process
- Q&A

Legislative Authority

Program Authority: Section 6205 of the ESEA, as amended by the ESSA (20 U.S.C. 7515-7517)

Applicable Regulations: <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

- (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 81, 82, 84, 86, 97, 98, and 99.
- (b) The OMB Guidelines in 2 CFR part 180 as adopted and amended as regulations of the Department in 2 CFR part 3485.
- (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as adopted and amended in 2 CFR part 3474.
- (d) The regulations in 34 CFR part 86 apply to institutions of higher learning only.
- (e) The notice inviting applications published in the Federal Register on **May 24, 2017**.

Purpose

The Native Hawaiian Education program supports innovative projects that enhance the educational services provided to Native Hawaiian children and adults.

There is one Application Requirement for this competition. The requirement must but be addressed in the application. Applicants will describe how the requirement is met within the abstract, selection criteria, or Part 6: Other Attachment Form. Requirements may be described within one or more of the selection criteria, as appropriate.

Applicants must provide the page numbers where each requirement is addressed in the Project Abstract. ***This is necessary for applicants to document that the requirement is addressed.***

Application Requirement:

Application Requirements

Each application must describe how--

Each applicant for a grant under this program must submit the application for comment to the local educational agency (LEA) serving students who will participate in the program to be carried out under the grant, and include those comments, if any, with the application to the Secretary.

- ***It is required that you document that you've met this requirement.***

- Performance reports. If you receive an award under this program, you are required to provide copies of the performance reports (see section VI of this document below) to the Native Hawaiian Education Council (authorized under section 6204 of the ESEA (20 U.S.C. 7514)).

Definitions

The following definitions apply to the FY 2017 grant competition and any subsequent year in which we make awards from the list of unfunded applications from this competition.

Definitions

Charter School means a public school that--

(a) In accordance with a specific State statute authorizing the granting of charters to schools, is exempt from significant State or local rules that inhibit the flexible operation and management of public schools, but not from any rules relating to the other requirements of this definition;

Definitions

- (b) Is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction;
- (c) Operates in pursuit of a specific set of educational objectives determined by the school's developer and agreed to by the authorized public chartering agency;
- (d) Provides a program of elementary or secondary education, or both;

Definitions

- (e) Is nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- (f) Does not charge tuition;

Definitions

(g) Complies with the Age Discrimination Act of 1975,
title VI of the Civil Rights Act of 1964, title IX of the
Education Amendments of 1972, section 504 of the
Rehabilitation Act of 1973, the Americans with
Disabilities Act of 1990 (42 U.S.C. 12101 et seq.),
section 444 of the General Education Provisions Act
(20 U.S.C. 1232g)

Definitions

(commonly referred to as the “Family Educational Rights and Privacy Act of 1974”), and part B of the Individuals with Disabilities Education Act;

(h) Is a school to which parents choose to send their children, and that (1) admits students on the basis of a lottery, consistent with section 4303(c)(3)(A) of the ESEA, if more students apply for admission than can be accommodated; or

Definitions

or (2) in the case of a school that has an affiliated charter school (such as a school that is part of the same network of schools), automatically enrolls students who are enrolled in the immediate prior grade level of the affiliated charter school and, for any additional student openings or student openings created through attrition in student enrollment in the affiliated charter school and the enrolling school, admits students on the basis of a lottery as described in clause (1);

- (i) Agrees to comply with the same Federal and State audit requirements as do other elementary schools and secondary schools in the State, unless such State audit requirements are waived by the State;
- (j) Meets all applicable Federal, State, and local health and safety requirements;
- (k) Operates in accordance with State law;

(l) Has a written performance contract with the authorized public chartering agency in the State that includes a description of how student performance will be measured in charter schools pursuant to State assessments that are required of other schools and pursuant to any other assessments mutually agreeable to the authorized public chartering agency and the charter school and; (m) May serve students in early childhood education programs or postsecondary students.

Logic model (also referred to as theory of action) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally.

Native Hawaiian means any individual who is--

(a) A citizen of the United States; and

(b) A descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii, as evidenced by--

(1) Genealogical records;

(2) Kupuna (elders) or Kamaaina (long-term community residents) verification; or

(3) Certified birth records

Native Hawaiian community-based organization means any organization that is composed primarily of Native Hawaiians from a specific community and that assists in the social, cultural, and educational development of Native Hawaiians in that community.

Native Hawaiian educational organization means a private nonprofit organization that--

- (a) Serves the interests of Native Hawaiians;
- (b) Has Native Hawaiians in substantive and policymaking positions within the organization;
- (c) Incorporates Native Hawaiian perspective, values, language, culture, and traditions into the core function of the organization;
- (d) Has demonstrated expertise in the education of Native Hawaiian youth; and
- (e) Has demonstrated expertise in research and program development.

Native Hawaiian language means the single Native American language indigenous to the original inhabitants of the State of Hawaii. Native Hawaiian organization means a private nonprofit organization that--

- (a) Serves the interests of Native Hawaiians;
- (b) Has Native Hawaiians in substantive and policymaking positions within the organization; and
- (c) Is recognized by the Governor of Hawaii for the purpose of planning, conducting, or administering programs (or portions of programs) for the benefit of Native Hawaiians.

Regular high school diploma means the standard high school diploma awarded to the preponderance of students in the State that is fully aligned with State standards, or a higher diploma. A regular high school diploma does not include--

(a) A diploma aligned to the alternate academic achievement standards described in section 1111(b)(1)(E) of the ESEA; or

(b) A general equivalency diploma, certificate of completion, certificate of attendance, or any similar or lesser credential, such as a diploma based on meeting individualized education program (IEP) goals.

Strong theory means a rationale for the proposed process, product, strategy, or practice that includes a logic model

Eligibility

Who May Apply

- a) Native Hawaiian educational organizations;
- b) Native Hawaiian community-based organizations
- c) Public and private nonprofit organizations, agencies, and institutions with experience in developing or operating Native Hawaiian programs or programs of instruction in the Native Hawaiian language

Eligibility

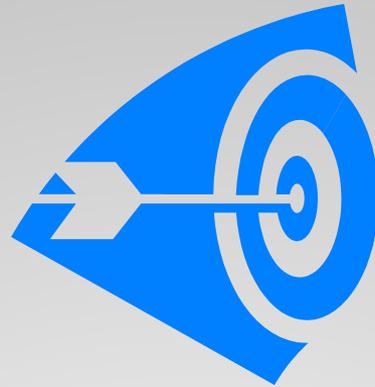
- Charter schools;
- Consortia of the eligible applicants listed in (a) through (c)

Eligibility

Funding

- *Estimated Range of Awards:* \$250,000 to \$950,000
- *Estimated Average Size of Awards:* \$693,516
- *Estimated Number of Awards:* 31
- *Project Period:* 36 months
- *Cost Sharing or Matching:* This program does not require cost sharing or matching.

Selection Criteria



(a) Need for Project (up to 10 points)

The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers the extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

(b) Significance (up to 10 points)

The Secretary considers the significance of the proposed project. In determining the significance of the proposed project, the Secretary considers the extent to which the proposed project is likely to yield findings that may be utilized by other appropriate agencies and organizations.

© Quality of the project design (up to 30 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

- (1) The extent to which the proposed project is part of a comprehensive effort to improve teaching and learning and support rigorous academic standards for students. (up to 10 points);

(2) The extent to which the proposed project encourages parental involvement. (up to 10 points);
and

(3) The extent to which the proposed project is supported by strong theory . (up to 10 points).

(d) Quality of project services (up to 10 points)

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

In addition, the Secretary considers the extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

(e) Quality of project personnel (up to 10 points)

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

In addition, the Secretary considers the qualifications, including relevant training and experience, of key project personnel.

(f) Adequacy of resources (up to 10 points)

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources, the Secretary considers the extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

(g) Quality of Management Plan (up to 10 Points)

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan, the Secretary considers the adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

(h) Strategy to Scale (up to 10 Points)

The Secretary considers the quality of the applicant's strategy to scale the proposed project. In determining the quality of the applicant's capacity to scale the proposed project, the Secretary considers the extent to which the applicant identifies a specific strategy or strategies that address a particular barrier or barriers that prevented the applicant, in the past, from reaching the level of scale that is proposed in the application.

- Priority 1--Beginning Reading and Literacy (up to 5 points)
- Priority 2--The Needs of At-Risk Children and Youth (up to 5 points).
- Priority 3--Native Hawaiian Underemployment (up to 5 points)
- Use of Native Hawaiian Language (up to 5 points)

Competitive Preference Priorities

Budget Tips

- It is critical that you provide a budget breakout for all three years of the project.
- You will need to include complete budget information for each year of the proposed project. You must include budget totals by budget category for each year of funding on the **ED 524**. Additionally, you will provide a budget breakout (i.e., costs delineated by category – personnel, fringe benefits, etc.) for each budget category for each of 3 years. You must also provide a narrative that explains the need for the costs as well as their relationship to project goals and objectives and number of schools/students/teachers, etc. to be served.

- **Budget Period:** Congress appropriates most ED funds on a fiscal year basis, meaning the funds are available for obligation by ED for only one fiscal year. A budget period is usually 12 months (see [EDGAR § 75.251](#)), and funding for each budget period generally comes from separate fiscal year appropriations.
- **Project Period:** project period, sometimes referred to as the [performance period](#), is the entire project from beginning to end. Under [EDGAR § 75.250](#), ED can fund a project for up to 36 months unless a program statute or regulation provides for a longer project period. A project period can also be less than a year.

Budget

- Funding Restrictions: No more than five percent of funds awarded for a grant under this program may be used for program administration.

- <https://www2.ed.gov/policy/fund/guid/uniform-guidance/cost-principles.html>
- To be allowable, a cost must:
 - Be necessary and reasonable
 - Be allocable to the project

Budget

- <https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>

The screenshot shows a web browser window displaying the U.S. Department of Education website. The address bar shows the URL: <https://www2.ed.gov/policy/fund/guid/uniform-g...>. The page header includes the U.S. Department of Education logo and a search bar. Below the header is a navigation menu with links for Student Loans, Grants, Laws, and Data. The main content area is titled "LAW & GUIDANCE / GRANTS & CONTRACTS" and "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". A sub-section is titled "Technical Assistance for ED Grantees". A red banner highlights "NEW! Updates to the Uniform Guidance:". Below this, there are three bullet points listing recent updates from the Federal Register. A sidebar on the right contains sections for "How Do I Find...", "Information About...", and "Related Topics". The Windows taskbar at the bottom shows various application icons and the system clock indicating 8:50 AM on 1/26/2017.

U.S. Department of Education

Search...

Student Loans Grants Laws Data

LAW & GUIDANCE / GRANTS & CONTRACTS

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Technical Assistance for ED Grantees

NEW! Updates to the Uniform Guidance:

- Federal Register notice 80 FR 67261. Published on November 2, 2015. The Department of Education adopts the final regulations found in 2 CFR Part 200 (Uniform Guidance), except for 2 CFR 102(a) and 200.207(a). The Department also makes two changes to EDGAR Part 75 to (1) correct a citation in § 75.135(b) and (2) add § 75.263, which addresses the waiver for approval of pre-award costs.
- Federal Register notice 80 FR 54407. Published on September 10, 2015. The Council on Financial Assistance Reform (COFAR) made technical corrections to the Uniform Guidance, including a grace period of two fiscal years for non-Federal entities to implement changes to their procurement policies and procedures to align with the Uniform Guidance procurement standards.
- Federal Register notice 80 FR 43301. Published on July 22, 2015. Guidance for Reporting and Use of Information Concerning Recipient Integrity and Performance, which will be implemented on January 1, 2016. Additional information from ED is forthcoming.

The Uniform Guidance (2 CFR § 200) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. It was published in the Federal Register (79 Fed. Reg. 75671) on

How Do I Find...

- Student loans, forgiveness
- College accreditation
- Every Student Succeeds Act (ESSA)
- FERPA
- FAFSA

More >

Information About...

- Transforming Teaching
- Family and Community Engagement
- Early Learning

Related Topics

- Key Policy Letters

Uniform Guidance

Indirect Costs

Important Information Regarding Indirect Costs

- Applicants must submit their agencies' approved indirect cost rate agreements with their applications in order to include indirect costs as an allowable expense in the proposed project budget.

Indirect Costs

<https://www2.ed.gov/about/offices/list/ocfo/fipao/abouticg.html>

What are indirect costs?

Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.

In theory, costs like heat, light, accounting and personnel might be charged directly if little meters could record minutes in a cross-cutting manner. Practical difficulties preclude such an approach. Therefore, cost allocation plans or indirect cost rates are used to distribute those costs to benefiting revenue sources.

What is an indirect cost rate?

- An indirect cost rate is simply a mechanism for determining fairly and conveniently within the boundaries of sound administrative principle, what proportions of Departmental/organization administration costs each programs should bear.
- An indirect cost rate represents the ratio between the total indirect costs and benefiting direct costs, after excluding and or reclassifying unallowable costs, and extraordinary or distorting expenditures. (i.e., capital expenditures and major contracts and sub-grants).
- Note: **Contractor Indirect Cost rates are subject to reduction.** Applicants should carefully consider IC rates charged by contractors during the solicitation process. ED can determine such rates are unreasonable (for example, IC rate is 40% of contract, thereby, reducing funds available for services).

Indirect Cost Rate

ED 524 budget form required information

All applicants must indicate if they are requesting reimbursement for indirect costs.

- Detailed information at bottom of form.
- Applicant must indicate if Indirect Cost Rate Agreement was approved by the Federal government?
- 1. Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No.
- 2. If yes, please provide the following information:
- Period Covered by the Indirect Cost Rate Agreement: From: ___/___/_____
To: ___/___/_____
(mm/dd/yyyy)
- Approving Federal agency: ED Other (please specify): _____ The Indirect Cost Rate is _____%
- 3. If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, or Local government, and are not funded under a training rate program or a restricted rate program, do you want to use the de Minimis rate of 10% of MTDC? Yes No. If yes, you must comply with the requirements of 2 CFR § 200.414(f).
- 4. If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? Yes No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.
- 5. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
- Is included in your approved Indirect Cost Rate Agreement? Or Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%

Indirect Cost Rate

2 CFR Part 200 Subpart D

PROCUREMENT STANDARDS

§200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions.

<https://www2.ed.gov/policy/fund/guid/uniform-guidance/procurement.html>

Procurements

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Procurements

- **Sole Source**

Applicants must have a justification for sole source procurements. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

Procurements

The Application Process



Content and Form of Application Submission

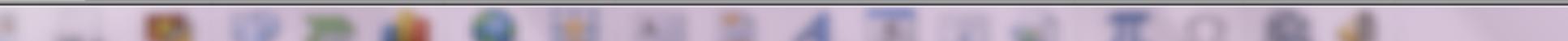
- The application narrative is where the applicant addresses the selection criteria that reviewers use to evaluate your application. The recommended page limit is 30, using the following standards;
- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides;
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs;
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch);
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

Grant.gov



<http://www.grants.gov/web/grants/view-opportunity.html?oppId=293914>

Grants.gov Contact Center:
1-800-518-4726 or support@grants.gov.



- SYNOPSIS**
- VERSION HISTORY
- RELATED DOCUMENTS
- PACKAGE

If you would like to receive email notifications of changes to this grant opportunity click [send me change notification emails](#). You only need to provide your email address.

General Information

Document Type: Grants Notice	Version: Synopsis 1
Funding Opportunity Number: ED-GRANTS-052417-001	Posted Date: May 24, 2017
Funding Opportunity Title: Office of Elementary and Secondary Education (OESE): Native Hawaiian Education Program CFDA Number 84.362A	Last Updated Date: May 24, 2017
Opportunity Category: Discretionary	Original Closing Date for Applications: Jun 23, 2017 Applications Deadline for Transmittal of A
Opportunity Category Explanation:	Current Closing Date for Applications: Jun 23, 2017 Applications Deadline for Transmittal of A
Funding Instrument Type: Grant	Archive Date: Jul 23, 2017
Category of Funding Activity: Education	Estimated Total Program Funding: \$21,498,999
Category Explanation:	Award Ceiling:
Expected Number of Awards: 31	Award Floor:
CFDA Number(s): 84.362 -- Native Hawaiian Education	
Cost Sharing or Matching Requirement: No	

Eligibility

iewOppDetails(294074,true)

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

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Eligibility

AppDetails(294074,true)



Table

Tables



https://www.grants.gov/web/grants/search-grants.html?keywords=84.362



Search

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Department of Education

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Select Grant Opportunity Package

**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Packages are posted in Adobe Reader for incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click here for Compatibility.](#)

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.

Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date
84.362	84-362A2017-1	ative Hawaiian Education	PKG00232725	05/24/2017

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https://www.grants.gov/web/grants/search-grants.html?keywords=84.362

Search

Click on the Mandatory or Optional Form to preview the form and on the Download Instructions button to download the Opportunity Package instructions.

PACKAGE FORMS:

Mandatory Forms	Optional Forms
<ul style="list-style-type: none"> » Application for Federal Assistance (SF-424) [V2.1] » U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS [V1.3] » Other Attachments Form [V1.2] » Assurances for Non-Construction Programs (SF-424B) [V1.1] » Grants.gov Lobbying Form [V1.1] » Disclosure of Lobbying Activities (SF-LLL) [V1.2] » ED GEPA427 Form [V1.1] » ED SF424 Supplement [V1.3] » ED Abstract Form [V1.1] » Project Narrative Attachment Form [V1.2] » Budget Narrative Attachment Form [V1.2] 	---

Close

84.362	84-362A2017-1	ative Hawaiian Education	PKG00232725	05/24/2017
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https://www.grants.gov/custom/viewOppDetails.jsp?oppId=294074#

**U.S. Department of Education
Office of Elementary and Secondary Education
Native Hawaiian Education Program
Washington, D.C. 20202-6200**

Fiscal Year 2017

**Application for New Grants Under
the Native Hawaiian Education Program**

CFDA 84.362A

Grants.gov

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov) at www.Grants.gov.

What is Grants.gov?

- **A Federal portal that allows users to electronically find, apply for and manage Federal Grant Opportunities**
- **Grants.gov is THE single access point for over 1000 grant programs offered by 26 Federal Granting Agencies.**
- **It is part of the President's Management Agenda and E-Government Initiatives.**

For additional information
on the registration process please view
the overview
tutorial located on the Grants.gov
website.

Grants.gov Contact Center:
1-800-518-4726 or support@grants.gov.

Grants.gov Helpful Hints



Grants.gov Tips

Grants.gov Tips

- **ATTENTION – Adobe Forms and PDF Files Required**

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.4). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on www.Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Grants.gov Tips

- **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)*.)]

Grants.gov Tips

- Primary information about SAM is available at www.sam.gov . However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.
- **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 to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

Grants.gov Tips

- To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formally CCR - Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.
- **VERIFY SUBMISSION IS OK** –To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

Grants.gov Tips

- If the date/time received is later than 4:30p.m. Washington, D.C. time, on the deadline 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/web/grants/applicants/applicant-faqs/tracking-an-application.html>.
- For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>.

Grants.gov Tips

- **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 <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

- If electronic submission is required, you must submit an electronic application before 4:30p.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.)

Grants.gov Tips

- 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.
- **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on 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.
- **MAC Users**
For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, 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.)

Grants.gov Tips

- **Attaching Files – Additional Tips**
- Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:
 - Ensure that you attach *.PDF files only*
 - Applicants should limit the size of their file attachments.

Overview of the Competitive Process

- Applications reviewed by ED staff for completion and eligibility – June
- Applications peer reviewed – July
- Scores totaled and rank ordered to determine final awards – July
- Assistant Secretary approved and Congressional notification – September
- Awards announced – September

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Questions and Answers