OFFICE OF ENGLISH LANGUAGE ACQUISITION
NATIONAL PROFESSIONAL DEVELOPMENT PROGRAM (NPD)

2021 NPD Grant Competition

NPD Competition Overview

March 24, 2021

Housekeeping Tips

- During the presentation all participants will be placed on mute to avoid feedback sounds during the presentation.
- Please email specific follow up questions directly to the NPD2021@ed.gov mailbox.
- A link to the PowerPoint slides will be posted at: http://www2.ed.gov/programs/nfdp/applicant.html.
- **Note**: These slides are intended to serve as tips for applying. Please refer to the Federal Register Notice and Application Package for more detailed information.

Purpose of the Pre-Application Webinar

- This webinar serves to provide technical assistance to applicants in preparing their applications and to respond to questions from applicants regarding this process. The purpose of the webinar is to review the competition priorities, requirements, and selection criteria with potential applicants, as well as for Department staff to answer questions about the Notice Inviting Applications (NIA) for this competition.

- Please refer to the NIA published in the Federal Register for additional information.
  - Application instructions can be found in the Application package located in grants.gov (search CFDA 84.365) or the NPD applicant information website http://www2.ed.gov/programs/nfdp/applicant.html

- Please do **not** rely **solely** on the information shared in the pre-application webinar.

AGENDA

- **NPD PROGRAM OVERVIEW**
- Frequently Asked Questions
- Application Process
- Selection Criteria
- Priorities
- Budget Information
- Reporting Requirements
- Important Dates
- Resources

NPD Program Overview

Program Purpose: This program provides professional development activities intended to improve instruction for English Learners (ELs) and assist educational personnel working with such children to meet high professional standards. The NPD program intends to improve the academic achievement of ELs by supporting pre-service and in-service training for teachers and other staff, including school leaders working with ELs.

Funding:

- Estimated range of awards**:** $350,000-$600,000 per year
- Estimated average size of awards: $464,000
- Anticipated Number of Awards: 42
- Project Period: Up to 60 months

Eligibility: Institutions of Higher Education (IHE) or public or private entities with relevant experience and capacity in consortia with local educational agencies (LEAs), State education agencies (SEA)

Note: To maximize student population needs and geographic diversity, the number of awards per single entity will be limited to one per DUNS number.

NPD Program Overview

Allowable NPD Program activities under section 3111(c)(1)(C) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act, can be used for one or more of the following:

1) for effective preservice or inservice professional development programs that will improve the qualifications and skills of educational personnel involved in the education of English learners, including personnel who are not certified or licensed and educational paraprofessionals, and for other activities to increase teacher and school leader effectiveness in meeting the needs of English learners;
2) for the development of curricula or other instructional strategies appropriate to the needs of the consortia participants involved;
3) to support strategies that strengthen and increase parent, family, and community member engagement in the education of English learners;
4) to develop, share, and disseminate effective practices in the instruction of English learners and in increasing the student academic achievement of English learners, such as through the use of technology-based programs;
5) in conjunction with other Federal need-based student financial assistance programs, for financial assistance, and costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve English learners; and
6) as appropriate, to support strategies that promote school readiness of English learners and their transition from early childhood education programs, such as Head Start or State-run preschool programs, to elementary school programs.

ESSA, Title III, Section 3131

AGENDA

- NPD Program Overview
- **FREQUENTLY ASKED QUESTIONS**
- Application Process
- Selection Criteria
- Priorities
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- Reporting Requirements
- Important Dates
- Resources

Frequently Asked Questions

Frequently Asked Questions (FAQs) are included in the Application Package and will serve to respond to many of your questions.

The FAQs are divided into the following sections:

- NPD GRANT PROGRAM
- NPD 2021 COMPETITION APPLICATION CONTENT
- NPD 2021 COMPETITION APPLICATION REVIEW
- NPD 2021 COMPETITION – GRANT APPLICATION
- NPD 2021 COMPETITION APPLICATION SUBMISSION
- NPD 2021 COMPETITION DEFINITIONS

If you have further questions, please email us at **NPD2021@ed.gov**

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- Frequently Asked Questions
- **APPLICATION PROCESS**
- Selection Criteria
- Priorities
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NPD's Applicant Information Webpage

National Professional Development Program

- Purpose
- Eligibility
- Applicant Info
- Awards
- Performance
- Funding Status
- Laws, Regs, & Guidance
- Resources
- FAQs
- Contacts

Office of English Language Acquisition Home

Applicant Information

Timeline for Competition

Application Available: February 22, 2021
Deadline for Notice of Intent to Apply: March 15, 2021
Deadline for Transmittal of Applications: April 23, 2021 at 11:59:59 PM (EDT)

Current Application

NPD NOTICE INVITING APPLICATIONS
FY 2021 NPD FULL APPLICATION INSTRUCTIONS (PDF, 587 KB)
FAQs Related to the 2021 NPD Competition (PDF, 325 KB)
Seeking Qualified Peer Reviewers for the 2021 NPD Competition (PDF, 46 KB)
ED Peer Reviewer Toolkit (PPT, 944KB)

This information is located at: http://www2.ed.gov/programs/nfdp/applicant.html

Application and Submission

- Potential applicants may obtain a copy of the application via Grants.gov https://www.grants.gov/web/grants/search-grants.html.

- Applications must be submitted electronically via Grants.gov in non-modifiable Portable Document Format (PDF), unless you qualify for an exception to the electronic submission requirement in accordance with the instructions in the NIA.

- To submit your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined on the Grants.gov webpage: www.grants.gov/web/grants/register.html.

- For specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov website at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Application and Submission

- Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m., Washington, D.C. time, on **April 23, 2021** to be eligible for review.

- For specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov website at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

- The application package is also available in an accessible format (e.g., braille, large print, audiotape, or compact disc) by emailing NPD2021@ed.gov.

Register to Apply Electronically for the NPD Program

- To submit your application via Grants.gov, you must complete the System for Award Management, (SAM) registration process which may take seven or more business days. 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.

- For detailed information on the Registration Steps, please go to: https://www.grants.gov/web/grants/register.html

- Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).

Application Submission Checklist

Review your electronic application to ensure that you have completed all of the forms and sections listed on the Electronic Application Submission. The application submission checklist is contained in the application package.

Part 1: Cover sheet

Application for Federal Assistance (Form SF 424)
ED Supplemental Information for SF 424

Part 2: Budget Information

ED Budget Information Non-Construction Programs (ED Form 524)
Budget Narrative

Part 3: Project Narrative

Application Narrative

Part 4: Assurances and Certifications

Disclosure of Lobbying Activities (Standard Form LLL)
Grants.gov Certification Regarding Lobbying Form
General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)

Part 5: Project Abstract

Project Abstract

Part 6: Other Forms

Letters of Support/MOUs
Logic Model
Position Descriptions for Key Personnel
Indirect Cost Rate Agreement
Evidence Form (if applicable)
Eligibility Certification
Charter School Certification (if applicable)

Part 7: Intergovernmental Review (Executive Order 12372)

State Single Point of Contact (SPOC) List

Application Formatting

- Application Narrative: The application narrative responds to the selection criteria found in the NIA and should follow the order of the selection criteria.

- Table of Contents: The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed one double spaced page.

- In addition to the application narrative, applicants must submit all required documents including the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

Application Formatting

- Applicants are strongly encouraged not to include lengthy appendices that contain information that they were unable to include within the recommended page limits for the narrative.

- Please do not attach any narratives, supporting files, or application components to any forms unless it is specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application package.

Submission Tips

Verify that Grants.gov received your application submission on time and that it was validated successfully.

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 no later than 11:59:59 p.m. Washington, DC time, on **April 23, 2021**, 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. Your application will be available for viewing on the Grants.gov: Track My Application link.

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- NPD Program Overview
- Frequently Asked Questions
- Application Process
- **SELECTION CRITERIA**
- Priorities
- Budget Information
- Reporting Requirements
- Important Dates
- Resources

Selection Criteria

The selection criteria for this competition are from CFR 75.210 of EDGAR. The maximum score for all of these criteria is 100 points (not including competitive preference priority points). The maximum score for each criterion is indicated below.

- Quality of the project design (up to 40 points)
- Quality of project personnel (up to 10 points)
- Quality of the management plan (up to 25 points)
- Adequacy of resources (up to 5 points)
- Quality of the project evaluation (up to 20 points)

Selection Criteria

Shown on the next page are ***suggested*** point ranges for a determination of:

- ❑ fully addressed,
- ❑ well addressed,
- ❑ adequately addressed,
- ❑ poorly addressed,
- ❑ or not addressed, for each criterion.

- Information on the scoring of the Competitive Preference Priorities is included in the next section of this webinar.

- Those who review applications will receive the same suggested scoring rubric as a suggested guide when reviewing applications.

Selection Criteria

Suggested Scoring Rubric for Reviewers

Selection Criteria	Maximum Point Value	Quality of Applicant's Response				
		Criterion is **not** addressed	Criterion is **poorly** addressed	Criterion is **adequately** addressed	Criterion is **well** addressed	Criterion is **fully** addressed
Project Design	40	0	1 - 10	11 - 20	21 - 30	31 - 40
Project Personnel	10	0	1 - 4	5 - 6	7 - 8	9 - 10
Management Plan	25	0	1 - 11	12 -19	20 - 22	23 - 25
Adequacy of Resources	5	0	1	2	3-4	5
Project Evaluation	20	0	1 - 9	10 - 16	17 - 18	19 - 20

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- Selection Criteria
- **PRIORITIES**
- Budget Information
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Priorities

Absolute Priority: Providing Professional Development to Improve Instruction for English Learners

Competitive Preference Priority (CPP) 1: Moderate Evidence of Effectiveness

Competitive Preference Priority (CPP) 2: Promoting Literacy

Invitational Priority: Dual Language Approaches

Priorities

- Applicants seeking to address **Competitive Preference Priority 1** should identify one citation for studies that meets the definition of Moderate Evidence of Effectiveness.
- The cited study may be from those already listed in the Department's What Works Clearinghouse (WWC) Reviewed Studies Database (see http://ies.ed.gov/ncee/wwc/ReviewedStudies.aspx).
- The cited study must be included in both the application narrative section of the application and the application abstract.
- The Department will review the study cited by the applicants to determine if they meet the requirements for, Competitive Preference Priority 1, Moderate Evidence of Effectiveness.

Competitive Preference Priority 1 – Evidence Form

U.S. Department of Education
Evidence Form

OMB No. 1894-0001
Exp. 05/31/2022

1. Level of Evidence

Select the level of evidence of effectiveness for which you are applying. See the Notice Inviting Applications for the relevant definitions and requirements.

☐ Demonstrates a Rationale ☐ Promising Evidence ☐ Moderate Evidence ☐ Strong Evidence

2. Citation and Relevance

Fill in the chart below with the appropriate information about the studies that suppor

Moderate Evidence: If applicable, check here.

A. Research/Citation	B. Relevant Outcome(s)/Relevant Finding(s)	C. Project Component(s)/Overlap of Populations and/or Settings

Priorities

Competitive Preference Priority (CPP) 2— Promoting Literacy. Projects that are designed to address one or both of the following priority areas:

(a) Providing families with evidence-based (as defined in the notice) strategies for promoting literacy. This may include providing families with access to books or other physical or digital materials or content about how to support their child's reading development, or providing family literacy activities (as defined in section 203(9) of the Workforce Innovation and Opportunity Act)

(b) Facilitating the accurate and timely use of data by educators to improve reading instruction and make informed decisions about how to help children or students build literacy skills while protecting their student and family privacy.

Priorities

Scoring Rubric for Competitive Preference Priorities including ***suggested*** point ranges for Competitive Preference Priority 2

Competitive Preference Priority	Maximum Point Value	Quality of Applicant's Response				
		Criterion is **not** addressed	Criterion is **poorly** addressed	Criterion is **adequately** addressed	Criterion is **well** addressed	Criterion is **fully** addressed
CPP 1 - Moderate Evidence	5	0	-	-	-	5
CPP 2 - Promoting Literacy	5	0	1	2	3 - 4	5

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- **BUDGET INFORMATION**
- Reporting Requirements
- Important Dates
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Budget Information

- Budget information should be attached as a single document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. Remember the submission format must be in a PDF format.

- Provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C). The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

- REQUIRED: An ***itemized budget breakdown*** for ***each*** project year and the ***basis for estimating the costs*** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and contractual, indirect costs and any other projected expenditures. Be sure to complete by line item budget breakdown and narrative for **each** year of the proposed project (up to 60 months).

U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008
Expiration Date: 06/30/2017

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Stipends						
12. Total Costs (lines 9-11)						

***Indirect Cost Information** ***(To Be Completed by Your Business Office)*:**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(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, Local government or Indian Tribe, 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 _____%

This form can be found at: http://www2.ed.gov/fund/grant/apply/appforms/ed524.pdf

Applicant Information

Timeline for Competition

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Current Application

NPD NOTICE INVITING APPLICATIONS
FY 2021 NPD FULL APPLICATION INSTRUCTIONS (PDF, 587 KB)
FAQs Related to the 2021 NPD Competition (PDF, 325 KB)
Seeking Qualified Peer Reviewers for the 2021 NPD Competition (PDF, 46 KB)
ED Peer Reviewer Toolkit (PPT, 944KB)
Please note that the NPD Application Instructions are for applicants to download and use as guidance only. Unless the applicant qualifies for an exception to the electronic submission requirement, all NPD applications must be submitted electronically via Grants.gov. See the NIA for information about how to submit an application for the NPD competition.

Pre-Application Technical Assistance

March 24, 2021 from 2:30 – 4:00 PM (EDT)
https://cvent.me/n992R3

Required Forms

You may download the required Federal forms.

This information is located at: http://www2.ed.gov/programs/nfdp/applicant.html

Budget Information

- The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the ***relationship between the requested funds and project activities and outcomes***.

- In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project, and are ***reasonable, allowable and allocable***.

  NOTE: A complete list of the budget categories is provided in Part 2B: Budget Narrative of the application package.

Budget Information

Resources

- Applicants are encouraged to review the Cost Principles outlined in Subpart E of 2 CFR Part 200, the Uniform Guidance. The Department's website, (http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html), has additional resources on the Uniform Guidance, which were adopted by the Department at 2 CFR Part 3474 in December 2014.

- Grants.gov Forms Repository — All standard grant application forms are also available on the Grants.gov site.

- Other Grants Management Standard Forms (OMB Web Site) — Various grants management forms issued by the Office of Management and Budget (e.g., SF-LLL, Disclosure of Lobbying Activities, SF 425, Federal Financial Report etc.)

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- **REPORTING REQUIREMENTS**
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Reporting Requirements

All NPD grantees must submit an annual performance report (APR) that provides the most current performance and financial expenditure information.

The APR must include:

- Performance outcomes related to the Government Performance and Results Act (GPRA) with numeric/percentage for annual targets
- Project-specific performance measures with numeric annual targets
- An annual budget that includes any carryover funds for the coming year as well as the report year budget (2 budget forms). Include a budget narrative for each budget submitted

The Department uses these data in making annual continuation awards.

Reporting Requirements

Performance Measures: Under Government Performance and Results Act (GPRA), Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement. One important source of program information on successes and lessons learned is the project evaluation conducted under individual grants.

Measure 1: The percentage of project-specific annual goals the program met.

Measure 2: The number of pre-service program participants enrolled annually.

Measure 3: The unduplicated number of in-service program participants served annually.

Measure 4: Under measures 2 and 3, the number of participants who are making progress toward becoming State certified, licensed, or endorsed in EL instruction and the number of participants who have become State certified, licensed, or endorsed by the end of the five-year project period.

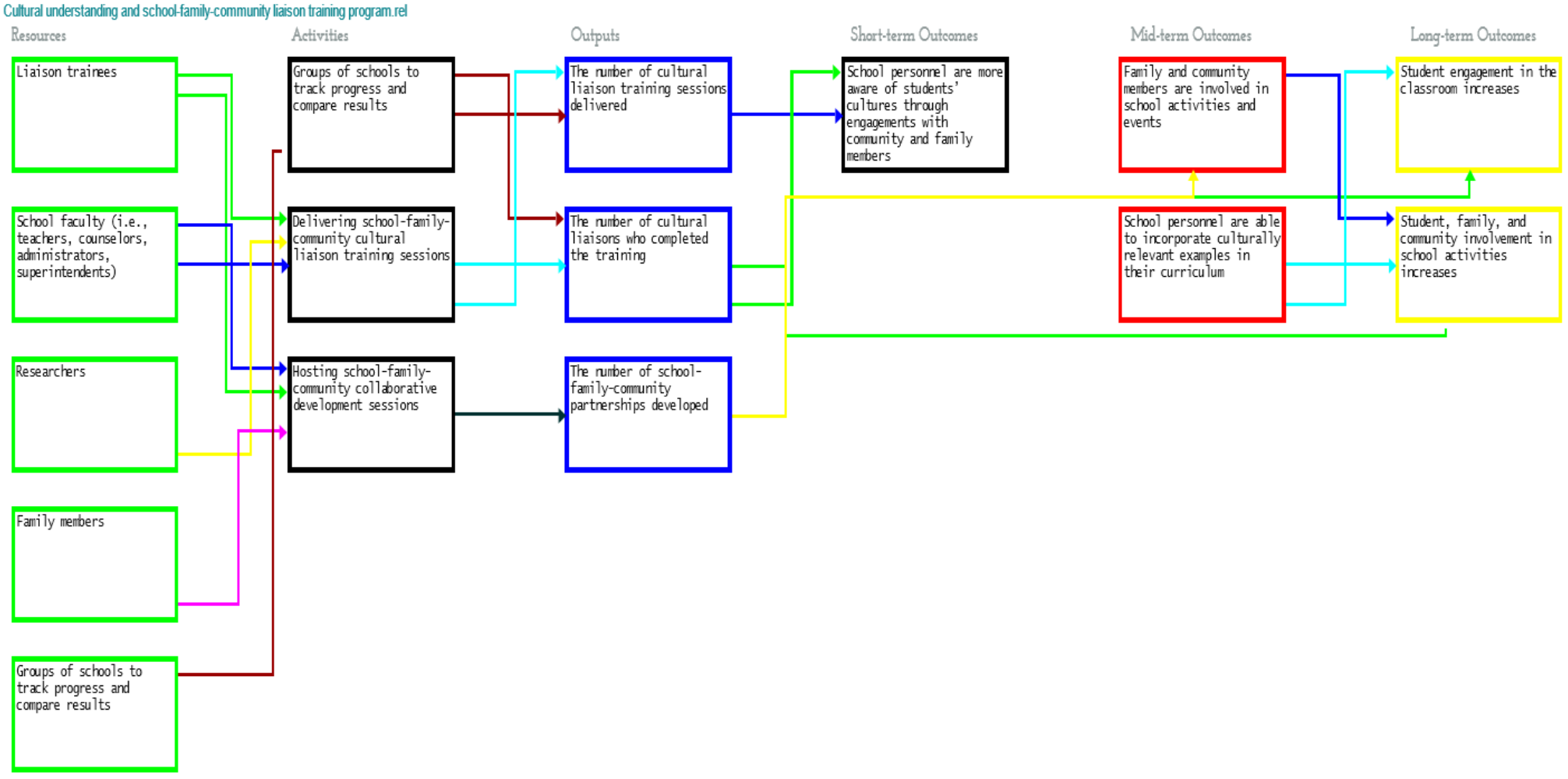
Reporting Requirements

- **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. (34 CFR 77.1.)

  Note: Applicants may use resources such as the Pacific Education Laboratory's Education Logic Model Application (http://relpacific.mcrel.org/resources/elm-app) to help design their logic models.

Reporting Requirements

- **Sample Logic Model** **(http://relpacific.mcrel.org/resources/elm-app)**



Project Name - Cultural understanding and school-family-community liaison training program
Author - REL Pacific
School or organization - McREL
Description - Supports family and community engagement

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- Notice of Intent to Apply
- **IMPORTANT DATES**
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Important Dates

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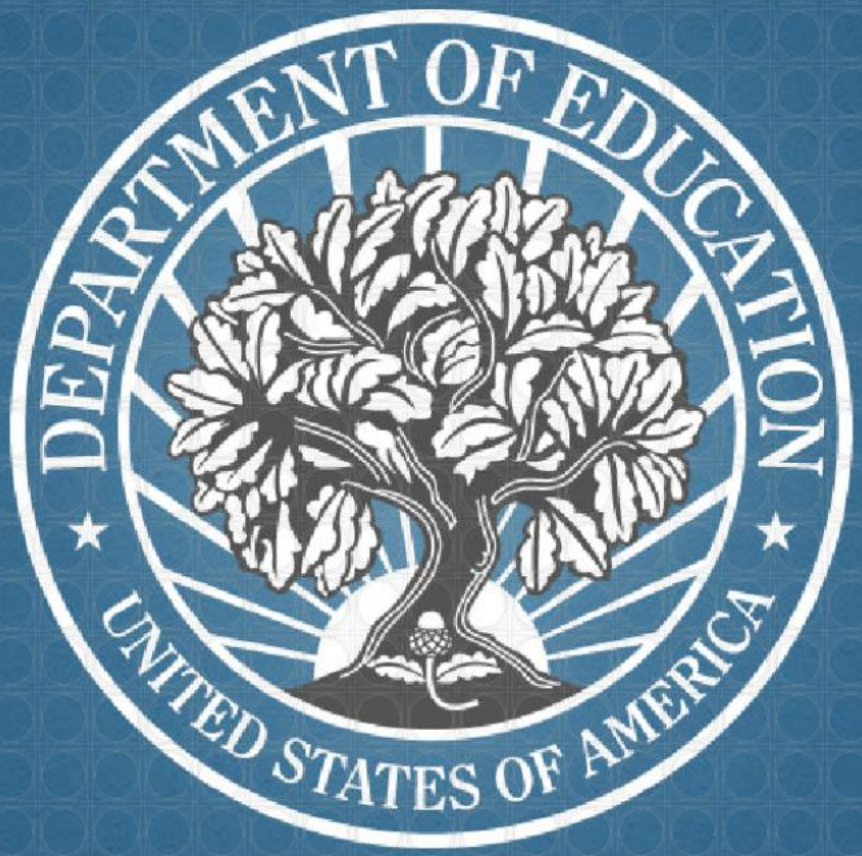
Resources

- Grants.gov Help Desk: 1-800-518-4726, support@grants.gov
- Grants.gov Workspace Overview: https://www.grants.gov/web/grants/applicants/workspace-overview.html
- Grants.gov Online User Guide: https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm
- Grants.gov FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html
- Please email your questions to NPD2021@ed.gov
- G5 Help Desk: 8:00 AM-6:00 PM EST, Monday-Friday, except holidays https://www.g5.gov or 1 (888) 336-8930 or edcaps.user@ed.gov
- Additional competition resources, including links to this pre-application webinar series will be posted at: http://www2.ed.gov/programs/nfdp/applicant.html.
- The National Clearinghouse for English Language Acquisition (NCELA) website: http://www.ncela.us/

Questions?

U.S. DEPARTMENT OF EDUCATION



THANK YOU