Archived Information

Dear President (*name)*

Your institution has been identified in the Consolidated Appropriations Act of 2009 as the recipient of a Congressionally-directed grant for *$ (appropriation amount).* The congressional intention of this award is for " *(Congressionally-defined purpose) "*.

We have made every effort to ensure you are the correct contact recipient, but in case of error, please contact us directly by using the contact information provided at the end of this letter.

Before grant funds can be awarded, a grant application package must be submitted specifying how your project will meet the Congressional purposes established in the Appropriations Act and that the monies will be spent appropriately and responsibly. Once the application materials are reviewed and deemed to fully meet the Congressional language specified, we will make your grant award.

Once the award has been made, you will be required to submit all required annual and final reports and conform to statutory and regulatory requirements applicable to all U.S. Department of Education discretionary grantees.

So that funds can be awarded with minimal delay, it is critical that the Department process the award package documents as soon as possible. Please have your representative prepare and submit the required documents on or before **June 1, 2009. If you follow the application instructions and meet the specified deadline, you can expect the award to be processed within 4-6 weeks.**

Please direct your representative to begin the process of preparing the application by accessing the Congressionally-directed grant materials at:

http://www.ed.gov/about/offices/list/ope/fipse/index.html

These materials have been developed to answer common questions about earmark awards and will speed your application process.

***Note*:** *If your FY 2009 Congressionally-directed grant mirrors the purpose of a previous Congressionally-directed grant you received from us, please note that each is a separate grant with a separate budget. You may not commingle funds between the two grants, i.e., you may not pay for activities or costs in one grant with funds from another. Doing so will be flagged in an audit and be disallowed, at the expense of the grantee.*

A further example, if your first grant calls for a series of workshops on a topic, those workshops must use the grant funds from the first grant. If you receive another grant that allows you to support additional workshops of the same kind, federal funds for those additional workshops must come from the second grant. You and your budget office should keep these two grants scrupulously separate, even if both contribute to a common set of project activities.

All Congressionally-directed grant recipients are expected to submit their application materials through the Department of Education's e-Grants Web site at: **http://e-Grants.ed.gov.** From this portal, you will need to select the e-Application tab page. We recommend you view the "Demo" site on the left side of the e-Application homepage to learn how to register for a user ID and password and how to complete a basic application package.

Upon receiving an ID and password and initiating the FY 2009 Congressionally-directed awards package, you will be prompted to enter a unique PIN to gain access to the applications package. The PIN for this package is *3JIMC9WCG1*

The following documents must be submitted in order to process your grant; all documents can be accessed though the e-Grant portal noted above:

- Several required forms and documents:
  a. A completed title page (ED 424), signed by an authorized institutional representative (this should be faxed separately to 202-502-7877);
  b. A completed budget summary form (ED 524);
  c. A statement in response to the Department of Education's General Education Provisions Act (GEPA), Section 427;
  d. Form 424B – Assurances, Non-Construction Programs;
  e. Certifications form regarding lobbying and other matters;
  f. Form SF-LLL, Disclosure of Lobbying Activities; and,
  g. Supplemental Information for SF-424.

- A one-paragraph project abstract describing the purposes/activities for which the grant will provide support. This abstract will be sent to your Congressional sponsor.

- A project/management narrative plan, not to exceed 10 double-spaced pages, describing the activities to be supported by the grant and their relationship to the Congressional language authorizing the grant and the persons responsible for implementing those activities (including any contractors). Please include a short vita for the Project Director (one/two paragraphs). Specific items to be addressed are: a)

goals and measurable objectives for the project; b) anticipated outcomes; c) actions/activities need to meet the objectives; d) timeline for achieving goals and objectives; and, e) methods used to obtain results.

- A description of how the project will be evaluated and to what extent the goals set by Congress will be realized for this grant award; and

- A line item budget and a separate detailed budget narrative describing how these figures were calculated. Note that recipients of Congressional awards are not required to contribute matching funds and may include indirect costs up to the organization's negotiated federal rate.

Finally, note that there are certain purposes to which Congressionally-directed grant monies **cannot** be applied unless specifically authorized by the legislative language, including such items as construction, sub-granting to other organizations, foreign travel and payments for lobbying activities. See the materials located at the OPE Web address above for additional information on this and other aspects of preparing an application.

This award should be described as a "Congressionally-directed grant" in all public announcements. Applications for all awards must be processed before the end of this fiscal year, September 30, 2009. Failure to complete the application process by that date will result in forfeiture of the award.

Applicants that do not have access to the e-Grants Web site may submit applications in paper form. Please contact Levenia Ishmell at 202-502-7668 or Levenia.Ishmell@ed.gov to request a waiver and paper application materials.

If you wish to decline this funding, please contact Bette Dow immediately by email at Bette.Dow@ed.gov .

We look forward to working with you. If you have further questions, please call 202-502-7500. Please specify your institution and that your request is for information for Congressionally-directed grants.

Cordially,

Ralph Hines
Acting Director,
Fund for Improvement of
Postsecondary Education

Cc: Bette Dow, Ph.D.
Coordinator, Congressionally-directed Grants Award

APPLICATION REVIEW PROCESS FOR CONGRESSIONALLY-DIRECTED GRANTS

Introduction: In the Omnibus Appropriations Act of 2009, Congress directed the Office of Postsecondary Education (OPE), FIPSE, U.S. Department of Education, to award grants to 331 identified institutions and organizations. As these awards do not result from the Department's regular peer-review processes, *the U.S. Department of Education makes no judgment as to the merit or quality of these awards*.

The Department's role in the processing of Congressionally-directed awards is limited to the following: 1) negotiating the precise terms and conditions of the award, resulting in an approved grant application; 2) monitoring the accountability of the grant's progress and budget through review of progress and final reports, onsite reviews and the closeout of the account; 3) providing technical assistance with problems and/or concerns implementing project activities or budget issues; and 4) identifying issues of mismanagement, waste, fraud or abuse.

Declining a Congressionally-directed grant: Institutions identified as recipients of Congressionally-directed grants may choose to decline the award. Typically, this occurs for one of two reasons: 1) institutional priorities have changed since the grant was solicited; or, 2) the institution has a policy against acceptance of earmarked awards. To decline an award, a qualified representative of the recipient organization must send an e-mail to that effect to OPE's coordinator of Congressionally-directed grants, Bette.Dow@ed.gov. The Department will then inform the Congressional sponsor that the award has been declined.

Preparing the Grant Application: The boundaries of grant activities are set by the language used by Congress in defining the award, various government-wide regulations issued by the Office of Management and Budget (OMB), and the rules and regulations of the Office of Postsecondary Education (OPE), U. S. Department of Education (EDGAR). Staff will use these three sources in determining whether the grant application can be approved. These can be accessed at:

http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

Additional information on the interpretation of Congressional language and applicable OMB and Department of Education regulations follow in these materials.

Application Deadlines: **To ensure timely processing and prompt access to the grant funds, the Department of Education strongly suggests that all applications be submitted by June 1, 2009.** Applications will be processed in the order received. Assuming a grant application is submitted in conformity with the Congressional appropriations language and relevant regulations, **recipient institutions can generally expect that the review process to be completed within 4-6 weeks**. Program staff will set aside time to review applications immediately following the June 1, 2009 submission date, and OPE fully expects that applications submitted by that date to be reviewed and approved for implementation by mid-July 2009. Applications not submitted by June 1st will be processed as staff time permits.

Recipients who are unable to submit their completed applications by June 1, 2009 should contact Bette.Dow@ed.gov beforehand with an explanation and an estimate of when the application will be submitted.

All applications for FY 2009 Congressionally-directed grants must be processed, reviewed, and approved by September 30, 2009. **This deadline is absolute** -- earmarked funds will revert to the U.S. Treasury on October 1, 2009, if agreement on the application has not been reached by then.

Application Review Process: Upon receipt of your completed application through the Department's e-Grant system, the application will be printed and referred to an OPE program officer for review. That review will be limited to the factors noted above: 1) Does the application conform to the Congressional language in the appropriations bill? and, 2) Does the application conform to the regulations of the Office of Management and Budget (OMB) and the Department of Education? Should questions arise, the reviewing program officer will communicate by e-mail or telephone with the project director listed on the title page of the application.

Once approved by a program officer, the application will be forwarded to the staff coordinator for the Congressionally-directed grants. The coordinator's role is to examine all approved applications in order to ensure that each awardee is treated in a consistent fashion. Upon the coordinator's recommendation, the award will be placed on a "slate" with others for approval by appropriate authorities in the Department. There follows a week-long "Congressional notification period" in which your Congressional sponsor is informed that the grant application has been approved. Upon expiration of the Congressional notification period, Grant Award Notification (GAN) documents are printed and mailed to both the named project director and to whoever signed the title page of the grant application as the authorized institutional representative. *Receipt of the GAN signifies that the award has been properly made and the institution may begin to draw down funds from the grant.* Any public announcements of grant awards prior to receipt of the GAN are considered premature.

Applicants are advised that telephone calls and e-mails inquiring about the status of a submitted application are counter-productive. Department staff will contact the named project director if clarifications or changes in an application are required.

REQUIRED APPLICATION MATERIALS

Explanations for each required element of an application for a Congressionally-directed grant are included at the e-Grants application site noted in OPE's letter to the presidents of recipient institutions (http://e-grants.ed.gov). The following comments are intended to reinforce certain elements of those instructions.

I. Each application must include the following forms and documents:

- A title page (ED 424) signed by an authorized institutional representative;
- A budget summary form (ED 524) showing, in Section A, project costs to be charged to the Congressionally-directed grant and, in Section B, any non-Federal funds intended as matching costs;
- A statement in response to the Department of Education's General Education Provisions ACT (GEPA), Section 427;
- Form 424B – Assurances, Non-construction programs;
- Certifications form regarding lobbying and other matters;
- Supplemental Information for SF-424; and
- Form SF-LLL, Disclosure of Lobbying Activities.

Regarding the **title page** (ED 424), please note that no application can be processed without all the required information. If the organization named as recipient of the award does not already have D-U-N-S and T-I-N numbers, *numbers must be obtained before the application is submitted* (see instructions included with Form ED-424). The project director named on the application must be someone empowered to negotiate with the Department on the terms and conditions of the award, and should be someone who will be generally available for consultation during the application process. Communications will generally occur through e-mail, so it is important that a valid e-mail address for the project director be recorded on the title page.

The title page requires applicants to designate start and end dates for their Congressionally-directed grant project. *It is the expectation of Congress and the Department of Education that projects will be completed within one year of their start date*s. Some awards, due to their nature or size, may require a longer project period. Applicants are advised that initial project periods of up to two years can be approved in such cases; if you wish the grant to extend longer than one year, please explain in your statement of work why additional time is necessary to realize the goals set by Congress for the award.

Projects cannot start until they are approved by the Department. Applicants submitting on June 1, 2009, can therefore expect a start date the end of June 2009. Applicants can request a later start date, but all projects must start by September 30, 2009.

II. In addition to the required forms and documents noted above, each application must include:

- **Abstract:** A one-paragraph abstract describing the purposes and activities for which the Congressional award will provide support. This statement will be sent to your Congressional sponsor and should begin: "X (institution) will use its Congressionally-directed grant of $X to……"

- **Project Design and Management Plan:** This includes a project narrative, not to exceed 10 double-spaced pages, describing the activities to be supported by the grant and their relationship to the Congressional purposes established for the award <u>and</u> the persons responsible for implementing those activities (including any subcontractors). Specific items to be addressed are: a) clearly stated goals and measurable objectives for the project; b) anticipated outcomes; c) actions/activities needed to meet the objectives; d) timeline for achieving goals and objectives; and, methods used to ascertain results; e) a short paragraph regarding the qualifications of the person to be designated as project director and be responsible for completing the reporting requirements. *It is not necessary to address the need for the project as* the Congressional appropriation has settled those issues and the Department makes no separate judgment. *Note also that the materials previously submitted to Congress in soliciting an earmark are not sufficient to address this requirement and are not expected to be included with your application.*

- **Evaluation Plan:** Each application must include a description of the methods used to evaluate anticipated outcomes and how these relate to the goals set by Congress for this award. *This statement should not exceed 3 double-spaced pages*. The scope of your evaluation process will depend on the purposes set by Congress and the nature of your workplan. If the grant serves simply to purchase equipment, there is little to evaluate other than to confirm that the task was accomplished. A grant "to expand nursing programs" should assess the impact of the grant on the nursing program, including any changes in course offerings, numbers of students served, etc.

- **Line Item Budget and Budget Narrative:** The line item budget expands on the summary budget presented in Form ED 524, breaking down the costs in each budget category into their component parts. If any *salaries* are to be covered by the grant, the line item budget should indicate whose salaries are included, at what percentage of their time, the base annual salary, and the amount of their salary to be charged to the grant. Even if not included in the budget, the ***percentage of time*** that the project director will devote to the grant project <u>should also be noted in the budget narrative</u>. In the case of *equipment*, it is sufficient to describe the equipment in a general way (e.g., 20 laptop computers) with an approximate cost estimate. It is not necessary to specify manufacturers or model numbers; the Department will assume that you will choose machines appropriate to the task and at the best price available at the time of purchase. The separate budget narrative must relate these budget items to the purposes set by Congress for your award. (See "Post-Award Information" regarding changes in budgets after an award is made.)

INTERPRETING THE LANGUAGE OF A CONGRESSIONALLY-DIRECTED GRANT

In most cases, the appropriations language authorizing your grant award contains specific limitations to which the recipient institution must adhere in using Congressionally-directed grant funds. The Department of Education is also bound by those limitations in processing your award. Congressional language will be read literally and no deviations from that language can be permitted in the absence of a separate, correcting amendment passed by Congress.

Please note that materials submitted to Congressional sponsors in the process of soliciting an earmark award are not binding – *only the actual language in the appropriations bill will be used to determine Congressional intent.*

The Department assumes that Congress has chosen its appropriations language with precision; consequently, for example, an application for an award "to support the nursing and sociology programs" will be expected to provide support for both of these academic programs (in whatever proportions), not one or the other. Likewise, an award "for equipment" must be spent entirely on equipment purchases and related expenses (see materials to follow). Some Congressionally-directed awards list quite specific purposes to which the award must be applied; others offer only general guidance or none at all.

For example:

-- If the appropriations language states a grant is to be made to an institution for "equipment and program support," that institution can choose which equipment and programs to support with the grant funds.

-- If the appropriations language states that a grant is to be awarded for "library improvements, including equipment and technology," the Department can only approve funding for equipment to be used in the library; equipment and technology needed elsewhere on the campus may not be purchased with this award.

-- If the appropriations language states that a grant is to be awarded to "Texas State University System," the Department can only award that grant to the System office; the grant cannot be made to any particular institution within that System, or to any other institution or organization.

Should you have questions about how your appropriations language will be interpreted, contact the coordinator of directed grants, Bette.Dow@ed.gov.

PREPARING THE APPLICATION BUDGET:
WHAT *COSTS CAN BE COVERED* BY THE GRANT?

Budgets should be constructed so as to equal the *exact amount* of the Congressional award as noted in OPE's letter to recipient presidents and CEOs. Failure to do so will delay processing and approval of the grant application.

Each Congressionally-directed grant has unique language defining the purposes to which it may be applied. Nonetheless, some guidelines have emerged through the Department's recent history of processing a number of earmarks each year. The examples below are therefore intended to provide general guidance to applicants and are not determinative of how a particular earmark will be interpreted.

The basic principle is that all costs charged to the grant must be <u>reasonable</u> and <u>allowable</u> and directly relate to the purpose(s) defined by Congress. For example:

- A grant for "equipment" can include actual costs for any type of equipment (including technology purchases, desks, laboratory supplies, lights, bulletin boards, etc.) and expenses directly related to that equipment (such as a percentage of the salaries of persons who will install, operate or maintain that equipment, or service contracts for equipment purchased with the grant);

- A grant for "laboratory equipment" is more restrictive; all proposed purchases must be clearly identified as intended solely for laboratory use;

- A grant for "technology infrastructure" can be used to purchase and install technology such as computer hardware and software, desks on which the technology will sit, salaries associated with the installation and use of that technology, etc., including any re-wiring necessary to power the technology. (See restrictions on "construction" following in these materials.)

- A grant "to develop and support a program in medical technology" may include, among other things, faculty release time to prepare new curricula for the medical technology program; books, supplies and equipment to support the program; salaries of faculty and staff working in the medical technology department; scholarships to support medical technology students; and other reasonable costs associated with that program.

It is the applicant's responsibility, in the required Budget Narrative, to relate each cost item to the Congressional purpose(s) of the award.

Indirect costs [34 CFR Part 75.560(b)-(d)]:

- Recipients of Congressionally-directed grants may charge indirect costs to the grant to the extent permitted in the regulations if the organization has a current indirect cost rate agreement. *The rate and the date of the negotiated agreement* should be submitted in the budget portion of the application if the institution charges an indirect cost to the grant.

- A *temporary cost rate agreement* may be used for a limited period while the grantee submits an indirect cost rate proposal to its cognizant agency (the agency from which they receive the majority of their federal funding). Please contact the U.S. Department of Education's Office of the Chief Financial Officer, Indirect Cost Rate Division for further details.

- Indirect costs are those costs not classified as direct costs. These may include:

  - ✓ Salaries or wages – direct labor costs;
  - ✓ Employee fringe benefits allocable to direct labor employees;
  - ✓ Consultant serves contracted to accomplish specific grant objectives;
  - ✓ Travel of (direct labor) employees'
  - ✓ Materials, supplies & equipment purchased directly for use on a specific grant;
  - ✓ Communications costs such as long distance telephone calls or telegrams identifiable with a specific award or activity.

Matching requirement:

- Recipients of Congressionally-directed grants are *not* required to contribute any matching costs (Section B of budget form). Applicants are advised that, if matching funds are entered into the budget form, those funds will be subject to audits just like the funds expended through the grant.

PREPARING THE APPLICATION BUDGET:
WHAT *COSTS CANNOT BE COVERED* BY THE GRANT?

The first limitation has already been discussed: *No costs can be covered by the grant unless they are directly related to the purposes established by Congress in the appropriations language for your grant*.

Government-wide and Department of Education regulations also serve to limit the uses to which a Congressionally-directed grant can be put. The government-wide regulations come from the Office of Management and Budget (OMB). Explanations of OMB regulations are written in documents called "circulars." The Department of Education's regulations governing these awards are contained in the Education Department General Administrative Regulations (EDGAR).

The most relevant regulations and circulars include:

- Office of Management and Budget:

  - **OMB Circular A-21:** *Cost Principles for Educational Institutions*
  - **OMB Circular A-122:** *Cost Principles for Nonprofit Organizations*
  - **OMB Circular A-87:** *Cost Principles for State, Local and Indian Tribal Governments*
  - **OMB Circular A-133**: *Audits of States, Local Governments, and Non-Profit Organizations*
  - **Federal Acquisition Regulation (FAR) or 48 CFR Part 31.2**: *Cost Principles applicable to For-profit Institutions.*

    - ✓ OMB Circulars can be accessed at: http://www.whitehouse.gov/OMB/circulars/index.html

- Department of Education: The Education Department General Administrative Regulations (EDGAR) apply to all grants funded through the Department; a few are cited below along with their location in the Code of Federal Regulations (CFR) and include:

  - **34 CFR Part 74:** *Administration of Grants with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;*
  - **34 CFR Part 75**: *Direct Grant Programs*
  - **34 CFR Part 76**: *State-Administered Programs*
  - **34 CFR Part 77:** *Definitions That Apply to Department Regulations*
  - **34 CFR Part 79:** *Intergovernmental Review of Department of*

Education Programs and Activities

- **34 CFR Part 80:** *Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments*
- **34 CFR Part 81:** *General Education Provisions Act*
- **34 CFR Part 82**: New Restrictions on Lobbying
- **34 CFR Part 85**: *Government-wide Debarment and Suspension and Government-wide requirements for Drug-Free Workplace*
- **34 CFR Part 86:** *Drug and Alcohol Abuse Prevention*
- **34 CFR Part 97**: *Protection of Human Subjects*
- **34 CFR Part 98**: *Student Rights in Research, Experimental Programs, and Testing*
- **34 CFR Part 99**: *Family Educational Rights and Privacy*

➢ The EDGAR regulations and bulletins can be accessed at: http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html and http://www.ed.gov/policy/fund/guid/gposbul/gposbul.html

Prior Approval Requirements

As a condition of this award, as indicated by Attachment Z to the Grant Award Notification (GAN), **the grantee is required to obtain ED approval** (34 CFR Part 74-86) before undertaking any one of the following administrative actions during the budget period specified for this award:

1) Pre-award costs (EDGAR, 34 CFR Part 75.263):

➢ Project expenses incurred before Departmental approval of your application may be reimbursed from the grant award if incurred within 90 days before the beginning of your grant period with approval from your program officer. As noted above, recipients whose application materials are submitted by June 1, 2009, can expect a beginning date for their projects of approximately mid-July 2009. In such a case, a program officer will have to approve the submitted pre-award expenses incurred during the months of March, April and May before being reimbursed from the grant award. There is, however, no guarantee that a particular application will be processed within a certain length of time as processing speed will depend largely on the date of submission and how closely the application conforms to the requirements noted in these materials. *Applicant institutions therefore incur pre-award costs at their own risk.*

2) No-cost extensions

➢ All requests to extend the project period of the grant beyond the project period end date specified in the most recent Grant Award Notification (GAN).

3) Budget Transfers

- For awards greater then $100,000, grantees will seek prior approval for cumulative transfers among direct-cost budget categories that exceed 10% of the approved budget.

Other Restrictions

Without attempting to present an exhaustive list, the following sections identify some common restrictions:

- Acquisition of real property; construction (34 CFR Part 75.533): Recipients of Congressionally-directed grants may not use any portion of their awards to purchase real property or for construction. "Construction" has been held to include both design (e.g., architectural or engineering design fees) and actual construction or remodeling. The Department will make no distinction between "major" and "minor" construction or remodeling; both are considered unallowable costs. As a general example, in the case of re-wiring needed to support new technologies, the grant award can pay the electrician for the re-wiring work but not the persons who repair the wall that the electrician has damaged in the re-wiring process.

- Use of funds for religion prohibited (34 CFR Part 75.532)

- Entertainment costs (OMB Circular A-21): are not allowable.

- Fund raising (OMB Circular A-21) and Lobbying (34 CFR Part 82.100): Costs of organized fund raising incurred to raise capital or obtain contributions are not allowable. In addition, no portion of a Congressionally-directed grant may be used to pay anyone for "influencing or attempting to influence" a member of Congress or the Executive Branch to award funds for this project or any other project. Note that this prohibition includes not only paid outside lobbyists, but also employees of the recipient institution. *Examples:* No project funds may be used for lobbyists' fees or travel costs incurred in seeking this or a successor Congressionally-directed grant, or in other fund-raising activities. A person whose salary is 100% supported by the Congressional award may not spend *any* time on lobbying activities or fund-raising. A person whose salary is 75 percent supported by the Congressional award may spend the 25 percent of their time not supported with Federal grant funds on lobbying activities or fund raising.

- Other regulations prohibit the use of grant funds for alcohol, international travel (prohibited unless the appropriations language specifically notes an international emphasis to the award), and other various and sundry items. The regulations also explain how organizations will be required to account for their expenses under the grant award, and should be reviewed by all parties responsible for preparing the application and conducting grant activities.

If in doubt about whether a particular expense can be covered by the grant, include it in your budget and offer reasons why that expense is needed for the successful accomplishment of the goals set by Congress for the award. A Department program officer will contact the project director if changes are necessary.

Not Allowable for Indirect Cost Reimbursement

The following expenses may not be included as indirect cost reimbursement calculations under 34 CFR § 75.564:

- Fellowships and similar awards if federal financing is exclusively in the form of fixed amounts such as scholarships, stipend allowances, or the tuition and fees of an institution;
- Construction grants;
- Grants to individuals;
- Grants to organizations located outside the territorial limits of the United States;
- Grants to Federal organizations; and,
- Grants made exclusively to support conferences.

SAMPLE PRESS RELEASE ANNOUNCING
A CONGRESSIONALLY-DIRECTED GRANT

All Congressionally-directed grants must include reference to the U.S. Department of Education as the funding source in all press releases, in all publications, and on Web sites. The following is required pursuant to EDGAR 34 CFR 75.620 in any publication that contains the U.S. Department of Education's project materials.

Publications

The contents of this (insert type of publication, such as book report, film) **were developed under a Congressionally-directed grant administered through the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and does not assume endorsement by the Federal Government.**

Sample Press Release Format

Contact: *Project Director's Name, Address, Phone Number, E-mail Address*

For Immediate Release
Date

Media Alert
U.S. Department of Education Awards Noncompetitive Congressionally-directed Grant to
Name of Institution
For *Name of Project*

WHAT: The U.S. Department of Education has awarded an *amount of the award* Congressionally-directed grant to the *name of the institution and department* for the *name of the project. Name the percentage of federal funds used for the project, e.g., sixty percent* of this *name the total cost of the project, e.g. two million dollar project* funded by *nongovernmental sources.*

WHEN: The *name of the project* activities begin *date* and extend to *end date.*

DETAILS: *Description of the project. Abstract used for submission would be appropriate.*

Work with your institution's public relations staff to send out information on your project to local print and news media. The institution may have its own template for creating a press release; however, when issuing statements, press releases, and other documents or announcements describing this project, it must include (pursuant to *Public Law 105-78 Sec.508*):

1) The dollar amount of federal funds for the project;

2) The percentage of the total cost of the project to be financed with federal funds; and,
3) The percentage and dollar amount of the total cost of the project to be financed by nongovernmental sources.

REPORTING REQUIREMENTS FOR
CONGRESSIONALLY-DIRECTED GRANTS

All reports should include the grant # (P116Z------), the name of the project director, and contact information. The project director and institution are responsible for ensuring that reports are submitted in a timely fashion. If not received, the grant may be closed in noncompliance, which could affect future federal funding decisions.

Final and Annual reports are to be uploaded to the following database:

http://www.directedgrants.aed.org/

Annual Progress Reports (due October of each calendar year)

If a grant's performance period extends beyond a one-year period, then an Annual Progress Report is required October 1st of each year [34 CFR Part 74.51 (b)]. *Requests for no-cost extensions will not be approved without submission of an annual progress report.*

Annual Performance Reports should address the following information:

- Performance Narrative
  - Congressionally-directed language stating the purpose of the project;
  - Goals and objectives of the project;
  - Timeline for accomplishment of objectives;
  - Methods used to assess outcomes;
  - Results and how these relate to the purpose of the project
- Budget and budget narrative (use Excel spreadsheet if possible)
  - Original budget
  - Amount expended per budget category
  - Amount remaining
  - Explanation of what each category represents

Final Project Reports: Final reports are required of all Congressionally-directed grantees. The final report is due within 90 days of the final end date of the project. Although the format is currently in draft copy, the outline below is suggested for your use until a final format is available. Grantees will be notified of format updates. A typical report is five to ten pages long. Submission of this report will allow us to proceed with the closeout of your grant in good standing. *Please be sure to submit the report within 90 days from the performance end date for your grant project period.*

Final Performance Reports should address the following information:

- Performance Narrative
  - Congressionally-directed language stating the purpose of the project;
  - Goals and objectives of the project;
  - Accomplishments and how these were assessed;
  - Results and how these relate to the purpose of the project

- Budget and budget narrative (use excel spreadsheet if possible)
    - Original budget
    - Amount expended per category
    - Amount remaining
    - Explanation of what each category represents; any modification in budget expenditures

Enforcement

Note that if a grant recipient materially fails to comply with the terms and conditions of an award, whether stated in a Federal statute, regulation, assurance, application, or notice of award, the Secretary may, in addition to imposing special conditions outlined in §74.12, take additional actions as stated in §74.62(a)(1-5).