

Archived Information

January __, 2005

Name
President
Institution
Address
City, State, Zip code

Dear President _____:

Your institution has been identified in the FY 2005 Department of Education appropriations bill as the recipient of a Congressionally-directed grant of \$(exact amount, including the rescission) for “exact wording of the Congressional appropriation.” Note that the grant amount has already been reduced by an across-the-board 0.8 percent rescission required by Congress.

The Department must insure your grant application meets the Congressional purposes established in the appropriations act and then monitor the project to insure that Federal funds are spent responsibly. Before a Congressionally-directed grant can be made, the institution must submit the application materials noted below. Submitted materials will be reviewed to determine whether provisions of the Congressional appropriations language (quoted above) are fully met. Once an award has been made, each Congressionally-directed grant recipient will be required to submit reports and conform to the statutory and regulatory requirements applicable to all Department of Education grantees.

So that the funds directed to you become available without delay, it is crucial the Department process the award documents as soon as possible. Please have your representative prepare and submit the required documents on or before **Friday, March 18, 2005**. **If you follow the application instructions and meet this deadline, you can expect to have your award processed within 4-6 weeks.**

Your representative should begin the process of preparing an application through examination of the Congressionally-directed grant materials at [http:// www.ed.gov/OPE](http://www.ed.gov/OPE). These materials have been developed to answer common questions about earmark awards and will speed your application process.

In FY 2005, Congressionally-directed grant recipients will be expected to submit their applications through the Department of Education’s e-Grants website 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 2005 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 LXBXRHLE9H. (Applicants that do not have access to the e-grants website can submit their applications in paper form; call Beverly Baker at 202-502-7503 to request a waiver and paper application materials.)

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

- 1) Several required forms and documents:
 - a. A completed title page (ED 424), signed by an authorized institutional representative;
 - 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. Certifications form regarding debarment and other matters; and
 - g. Form SF-LLL, Disclosure of Lobbying Activities.
- 2) 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.
 - 3) A statement of work, not to exceed 10 double-spaced pages, describing the activities to be supported by the grant, the persons responsible for implementing those activities, and a project timeline indicating the sequence of project activities and their expected completion dates. This statement must be fully compatible with the Congressional language authorizing the grant, as quoted in the first paragraph above, and the Department of Education's regulations;
 - 4) A description of how you plan to evaluate whether and to what extent you have realized the goals set by Congress for this grant award; and
 - 5) 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, 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, 2005. Failure to complete the application process by that date will result in forfeiture of the award.

Cordially,

David M. Johnson
Coordinator
Congressionally-directed Grants