

Pre-Application Webinar

Thursday, January 15, 2015

Rehabilitation Training: Rehabilitation Long-Term Training Grant CFDA 84.129B



U.S. Department of Education
Office of Special Education and Rehabilitative Services
Rehabilitation Services Administration

Today's Presenters

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Chief, Training Programs Unit

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84.129B Competition Manager

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Agenda

- Reference Documents, Common Acronyms, and Polling Questions
- Overview of the Rehabilitation Long-Term Training (RLTT) Grant
 - Competition Information and RLTT Program Intent
 - Award Information and Cost Match & Indirect Cost Rate
 - Regulatory, GEPA & GPRA Requirements
 - Annual Performance Reports, Annual Payback Reports, and Training Materials
- Purpose, Priorities, and Selection Criteria
 - Purpose and Absolute Priorities
 - Highlights of Final Priority- Data, Internship and 4th and 5th Years
 - Selection Criteria
- Submission Guidelines
- Questions

Reference Documents

- Notice of Final Priority (NFP) published in the Federal Register on November 5, 2013 (78 FR 66271).
 - Text: <http://www.gpo.gov/fdsys/pkg/FR-2013-11-05/html/2013-26500.htm>
 - PDF: <http://www.gpo.gov/fdsys/pkg/FR-2013-11-05/pdf/2013-26500.pdf>
- Notice Inviting Applications (NIA) published in the Federal Register on January 7, 2015.
 - Text: <http://www.gpo.gov/fdsys/pkg/FR-2015-01-07/html/2015-00024.htm>
 - PDF: <http://www.gpo.gov/fdsys/pkg/FR-2015-01-07/pdf/2015-00024.pdf>
- Application Package/Instruction (see grants.gov):
 - Weblink: <http://www.grants.gov/web/grants/applicants/download-application-package.html#download=true&cfda=84.129>
- Grantmaking at ED:
 - Weblink: <http://www2.ed.gov/fund/grant/about/grantmaking/index.html>

Common Acronyms

1. United States Department of Education is referred to as “ED” or the “Department”
2. Rehabilitation Services Administration is referred to as “RSA”
3. Rehabilitation Long-Term Training Program is referred to as “RLTT” or “Long-Term Training”
4. Notice of Final Priority is referred to as “NFP”
5. Notice Inviting Applications is referred to as “NIA”
6. National Clearinghouse of Rehabilitation Training Materials is referred to as “NCRTM”

Polling Question #1

Are you a current, former, or brand-new applicant to the RLTT Program?

- A. I am a current grantee.
- B. I am a former grantee.
- C. Both! I am a current grantee who has also operated prior grants under the RLTT program.
- D. I am a first-time applicant to this program!
- E. I have applied in the past but was not successful.

Polling Question #2

In what capacity are you serving in this Webinar?

- A. I am a current project director.
- B. I am a grant writer.
- C. I am both a current project director and grant writer.
- D. I am a grant writer and will also serve as the project director, if awarded.
- E. Other (please use the chat feature to tell us in what capacity you are serving in this Webinar)

Competition Deadline

**DUE DATE: March 9, 2015 at 4:30 PM Washington, D.C.
Time**

*No extensions or exceptions

- Review **NIA, Section IV. Application and Submission Information**
- Applications are submitted electronically to Grants.gov (unless you qualify for one of the exceptions to the electronic submission requirement)

Competition Manager

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Rehabilitation Long-Term Training Program Intent

NFP, Summary

The Department intends to fund comprehensive Vocational Rehabilitation (VR) Counseling programs that meet rigorous standards and provide students with a breadth of knowledge and training to meet the current challenges facing consumers and State VR agencies and related agencies.

Award Information

NIA Section II. Award Information

- **Eligible Applicants:** States and public or nonprofit agencies and organizations, including Indian tribes and institutions of higher education.
- **Estimated Range of Awards:** \$190,000-\$200,000.
- **Estimated Average Size of Awards:** \$195,000.
- **Maximum Award:** We will reject any application that proposes a budget exceeding \$200,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.
- **Estimated Number of Awards:** 20
- **Project Period:** Up to 60 months.

Cost Match & Indirect Cost Rate

NIA Section III. Eligibility Information

- **Cost Sharing or Matching:** Cost sharing of at least 10 percent of the total cost of the project is required of grantees under the RLTT program.
 - Cost Match Calculator: https://rsa.ed.gov/calculate_match_funds.cfm
 - Use minimum category and set Program to: “Rehabilitation Training”
- **Indirect Cost Rate (ICR):** Any grantee charging indirect costs to a grant from this program must use the indirect cost rate, negotiated with its *cognizant agency*, however, **the maximum ICR for the RLTT program is 8 percent.**

Budget Sheet ED 524 – Federal Funds

	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)	≤ \$200,000	≤ \$200,000	≤ \$200,000	≤ \$200,000	≤ \$200,000	≤ \$1,000,000
<p>*Indirect Cost Information (To Be Completed by Your Business Office):</p> <p>If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:</p> <p>(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(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): <input checked="" type="checkbox"/> The Indirect Cost Rate is ___ %</p> <p>(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that: <input type="checkbox"/> Is included in your approved Indirect Cost Rate Agreement? or <input checked="" type="checkbox"/> Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is ___ %</p>						

Budget Sheet ED 524 – Non-Federal Funds

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 B - BUDGET SUMMARY NON-FEDERAL 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)	= \$22,222	= \$22,222	= \$22,222	= \$22,222	= \$22,222	= \$111,110
SECTION C – BUDGET NARRATIVE (see instructions)						

ED 524

Regulatory Requirement

At least 75 percent of all grant funds (grant award and match) must be used for direct payment of student scholarships.

- When awarding scholarships, grantees must inform students at the onset of the program that the scholarship is dependent upon:
 - Availability of funding;
 - Scholarships may be subject to program specific requirements established by the university; and
 - A program review to determine continuance of a fourth and fifth year of funding.

Section 427 of GEPA & GPRA

Application Package, Section J

- Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382):

Requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.
- The Government Performance and Results Act (GPRA) of 1993 requires all Federal agencies to manage their activities with attention to the consequences of those activities.
 - Number of scholars enrolled during the reporting period;
 - Number of scholars who completed the program during the reporting period;
 - Number of scholars who graduated from the program during the reporting period; and
 - Number of scholars who obtained qualified employment during the reporting period.

Annual Performance Reports



- Fiscal Calendar Begins October 1st and ends on September 30th
- Annual Performance Reports (APRs) are due by April 30th
- In the final year of the grant, no APR is required, instead a Final Performance Report will be due on December 30th

Annual Payback Reports



- Annual Payback Report Due Annually on November 30th through RSA MIS.
- First report due on November 30, 2016 covering scholars supported from Oct. 1, 2015 to September 30, 2016.

Submission of Training Materials to RSA

Application Package, Section J

- RSA requires training grantees to submit any training materials (i.e. curricular, training modules, toolkits, etc.) developed for their projects 90 days prior to the end of the grant period of performance.
- More detail regarding instructions for the submission of training materials to a central repository will be made available upon award.

Purpose of the RLTT Program

NIA, Section I. Funding Opportunity Description & Purpose of the Program

- Projects that provide basic or advanced training leading to an academic degree in areas of personnel shortages in rehabilitation as identified by the Secretary;
- Projects that provide a specified series of courses or program of study leading to the award of a certificate in areas of personnel shortages in rehabilitation as identified by the Secretary; and
- Projects that provide support for medical residents enrolled in residency training programs in the specialty of physical medicine and rehabilitation.

Absolute Priority 1

NIA, I. Funding Opportunity Description

- “Rehabilitation Long-Term Training Programs Designed to Provide Academic Training in Areas of Personnel Shortages.”
- We are focusing on program leading to master degrees.

Absolute Priority 2

NIA, I. Funding Opportunity Description

- This priority is from the Notice of Final Priority (NFP), which can be found in the Federal Register and in the Application Package.
- The priority is: **Vocational Rehabilitation Counseling.**

Highlights from the NIA

Vocational Rehabilitation Counseling. Fourth and Fifth Years of the Project:

- The Secretary as part of its review under 34 CFR 75.253(a) will consider:
 - (a) RSA project officer recommendation per review of grant file.
 - (b) Timeliness and effectiveness of meeting all grant requirements; and
 - (c) Quality, relevance, and usefulness of training program and activities.
- Review will occur during the last half of the third year of the project period.
- When awarding scholarships, grantees must inform students at the onset of the program that the scholarship **is dependent upon: 1) availability of funding, and 2) a program review to determine continuance of a fourth and fifth year of funding.**

Highlights from the NFP

- Provide data on the current and projected employment needs and personnel shortages in State VR agencies and other related agencies as defined in 34 CFR 386.4 in their local area, region, and State, and describe how the proposed program will address those employment needs and personnel shortages. **(NFP, (a))**
- The curriculum will address new or emerging consumer employment needs or trends at the national, State, and regional levels. **(NFP, (a) (3))**
- Recruit highly capable prospective scholars who have the potential to successfully complete the academic program, all required practicum and internship experiences, and the required service obligation. **(NFP, (c) (1))**

Highlights from the NFP (cont.)

Ensure that all scholars complete an internship in a State VR agency as a requirement for program completion. (NFP, (c) (5))

This paragraph of the NFP requires scholars to complete an internship at a State VR agency. State VR agencies are defined in section 101(a) of the Rehabilitation Act of 1973, as amended, and include:

- State VR agencies authorized to serve all individuals with disabilities in a state (combined agencies)
- State VR agencies authorized to serve all individuals with disabilities in a state except those who are blind (general agencies), and
- State VR agencies authorized to serve only individuals who are blind (blind agencies).

If the grantee is unable to place all scholars in internships at state VR agencies, the grantee must provide sufficient justification. After receiving approval from the RSA project officer, the grantee may then place scholars in related agencies as defined in 34 CFR 386.4.

Highlights from the NFP (cont.)

- With regard to Independent Living Part B and Older Individuals Who are Blind (OIB) programs, These programs are run by state VR agencies, and therefore internships in these programs satisfy the requirement in paragraph (c)(5) of the NFP, as long as they provide VR and employment-related services for individuals with disabilities.
- In cases where an applicant can provide sufficient justification that it is not feasible for all students receiving scholarships to meet the internship requirement at a state VR agency, as defined in 34 CFR 386.4, the applicant may require scholars to complete an internship in a related agency, as long as the scholar is involved in providing VR and employment-related services for individuals with disabilities.

Highlights from the NFP (cont.)

- For purposes of this requirement, centers for independent living (CILs), tribal VR programs, and community rehabilitation programs (CRPs) are considered related agencies, and placing a scholar in an internship in these programs would require a justification.
- Any justification must be reviewed and approved by RSA. Examples of justifications that might be approved include instances when the distance between a scholar's home and the internship site would pose a hardship on the scholar or in instances when there are insufficient numbers of staff in a state VR agency who have the credentials to supervise the scholar in an internship.

Highlights from the NFP (cont.)

A scholar internship assessment tool that is developed to ensure a consistent approach to the evaluation of scholars in a particular program. **(NFP, (d) (3))**

Highlights from the NFP (cont.)

- Provide career counseling, including informing scholars of professional contacts and networks, job leads, and other necessary resources and information to support scholars in successfully obtaining and retaining qualifying employment. **(NFP, (c) (6))**
- Scholar evaluation throughout the entire program to ensure that they are proficient in meeting the needs and demands of today's consumers and employers, including the steps that will be taken to provide assistance to a scholar who is not meeting academic standards or who is performing poorly in a practicum or internship setting. **(NFP, (e))**

Selection Criteria

Application Information, Section F

- A. Statement of Need and Significance of the Project (20 Points)**
- B. Quality of the Project Design (20 Points)**
- C. Quality of Project Services (20 Points)**
- D. Quality of the Project Evaluation (15 Points)**
- E. Quality and Adequacy of Personnel and Resources (15 Points)**
- F. Strategy to Scale (10 Points)**

Selection Criteria

A. Statement of Need and Significance of the Project (20 Points)

In determining the need and significance for the proposed project, the Secretary considers one or more of the following factors:

1. The national significance of the proposed project.
2. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
3. The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated.
4. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

B. Quality of Project Design (20 points)

In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
2. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.
3. The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.
4. The extent to which fellowship recipients or other project participants are to be selected on the basis of academic excellence.
5. The extent to which results of the proposed project are to be disseminated in ways that will enable others to use the information or strategies.
6. The extent to which the proposed project represents an exceptional approach to the priority or priorities established for the competition.

C. Quality of Project Services (20 points)

In determining the quality of project services, the Secretary considers one or more of the following factors:

1. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.
2. The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.
3. The likelihood that the services to be provided by the proposed project will lead to improvements in the achievement of students as measured against rigorous academic standards.

C. Quality of Project Services (20 points) Continued

4. The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.
5. In determining the quality of the services to be provided, 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.
6. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.

D. Quality of the Project Evaluation (15 points)

In determining the quality of the evaluation, the Secretary considers one or more of the following factors:

1. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
2. The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes.
3. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
4. The extent to which the evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

E. Quality and Adequacy of Personnel and Resources (15 points)

In determining the quality and adequacy of personnel and resources 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 following factors:

1. The qualifications, including relevant training and experience of the project director or principal investigator.
2. The qualifications, including relevant training and experience of key project personnel.

E. Quality and Adequacy of Personnel and Resources (15 points) *Continued*

3. The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant or organization or the lead applicant organization.
4. The extent to which commitments of the project director and principal investigator and other key personnel are appropriate and adequate to meet the objectives of the proposed project.
5. 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.

F. Strategy to Scale (10 points)

In determining the applicant's capacity to scale the proposed project, the Secretary considers:

1. The likelihood that the proposed project will result in system change or improvement.
2. The potential and planning for the incorporation of project purposes, activities, or benefits into the ongoing work of the applicant beyond the end of the grant.

Submission Guidelines

Application Package, Application Checklist & Required Registrations

- Applications are submitted electronically to Grants.gov (unless you qualify for one of the exceptions to the electronic submission requirement)
 - You must be designated by your organization as an Authorized Organization Representative (AOR); and
 - Register yourself with Grants.gov as an AOR.
- Data Universal Numbering System (DUNS):
http://www.dnb.com/US/duns_update/index.html
- Tax Payer Identification Number (TIN): If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. (New TINs, may take 2-5 weeks to become active)
- Register both DUNS and TIN
- Active System for Award Management (SAM) registration: www.sam.gov (The SAM registration process may take 7 or more business days to complete)

Submission Guidelines

Application Package, Section H - Abstract

A one-page, double-spaced project abstract is required with the application. The abstract must include the following information:

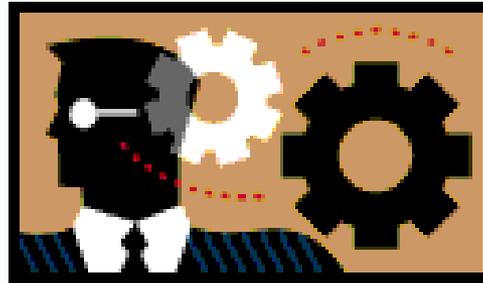
1. Brief overview statement: a) purpose of the project, b) proposed number of individuals to be served each year, c) planned goals and objectives, d) target population, e) impact of project, and f) proposed outcomes.
2. Name of applicant (institution applying for award, not the individual submitting the application);
3. City and state where the institution is located;
4. The congressional district where the institution is located (number); and
5. The name of the project director and the percentage of time the director will manage the project.

Submission Guidelines

NIA, Section IV. Application Submission Information, 2. Content and Form of Application Submission

- NARRATIVE (Part III, Application Narrative): 45 pages maximum.
- PAGE: 8.5x 11 on one side only, with 1 inch margins at the top, bottom, and both sides. Double space (no more than three lines per vertical inch).
- FONT: 12 point or larger or no smaller than 10 characters per inch. Only use Times New Roman, Courier, Courier New, or Arial.
- OPTIONAL DOCUMENTS: 30 pages maximum.
- The Narrative and all other attachments must be uploaded to Grants.gov in a **PDF (portable document format) read-only, non-modifiable file.**

Questions



Competition Deadline

Monday, March 9, 2015 at 4:30 PM Washington, D.C. Time

No extensions or exceptions