

Pre-Application Webinar

Thursday, March 19, 2015

CFDA 84.246K

Rehabilitation Short-Term Training Program

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

Today's Presenters

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Important Materials and Resources

Notice Inviting Applications (NIA) for 84.315C:

- Text: <http://www.gpo.gov/fdsys/pkg/FR-2015-03-09/html/2015-05432.htm>
- PDF: <http://www.gpo.gov/fdsys/pkg/FR-2015-03-09/pdf/2015-05432.pdf>

Application Package (available at grants.gov)

- <http://www.grants.gov/web/grants/search-grants.html?keywords=84.246>

*Be sure to review the “Dear Colleague Letter”.

Calculating Indirect Costs

- Go to: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>
- Select: **ED 524 Example** for Training Grants: Additional Indirect Cost Information

Calculating the ten percent match

- Match Calculator: Go to https://rsa.ed.gov/calculate_match_funds.cfm

Designing Logic Models and Evaluations

- General Accounting Office: www.gao.gov/assets/590/588146.pdf
- Kellogg Foundation: www.wkkf.org/knowledge-center/publications-and-resources.aspx

Agenda

- **Overview of the Client Assistance Program (CAP)**
- **Overview of the Rehabilitation Short-Term Training Program**
- **Award Information**
- **Content and Form of Application Submission**
- **Selection Criteria**
- **Submitting your Application**
- **Questions**

Overview of the Client Assistance Program (CAP)

- Informs clients, client applicants, and other individuals with disabilities of all the available services and benefits under the Rehabilitation Act and of the services and benefits available to them under Title I of the *Americans with Disabilities Act* (ADA).
- Provides advocacy and legal representation for applicants and eligible individuals of projects, programs, and services authorized under the Title I of the *Rehabilitation Act*.
- A CAP agency may provide assistance and advocacy with respect to services that are directly related to employment for applicants and eligible individual, including claims under Title I of the ADA.

Goal and Objectives of the Rehabilitation Short-Term Training Program

- What are we trying to achieve? Increased responsiveness of the vocational rehabilitation system in order to better assist individuals in obtaining competitive employment.
- How will we do this?
- Upgrading the knowledge and skills of staff currently employed by CPAs.
- Educating CAP staff on new program developments.
- Developing staff skills in strategic and operational planning and direction of CAP services.

Final Priority

Training and Technical Assistance provided to CAP personnel may include:

1. Management training on skills needed for strategic and operational planning and direction of CAP services;
2. Advocacy training on skills and knowledge needed by CAP staff to assist persons with disabilities to gain access to and to use the services and benefits available under the Rehabilitation Act of 1973, as amended, with particular emphasis on new statutory and regulatory requirements;
3. Systemic advocacy training on skills and knowledge needed by CAP staff to address programmatic issues of concern;
4. Training and technical assistance on CAP best practices; and
5. Training on skills and knowledge needed by CAP staff to perform additional responsibilities required by the Workforce Investment Act of 1998, as amended.

****Applicants should continue to demonstrate how they will provide training on such responsibilities (per WIOA) not covered in paragraphs (1) through (4).**

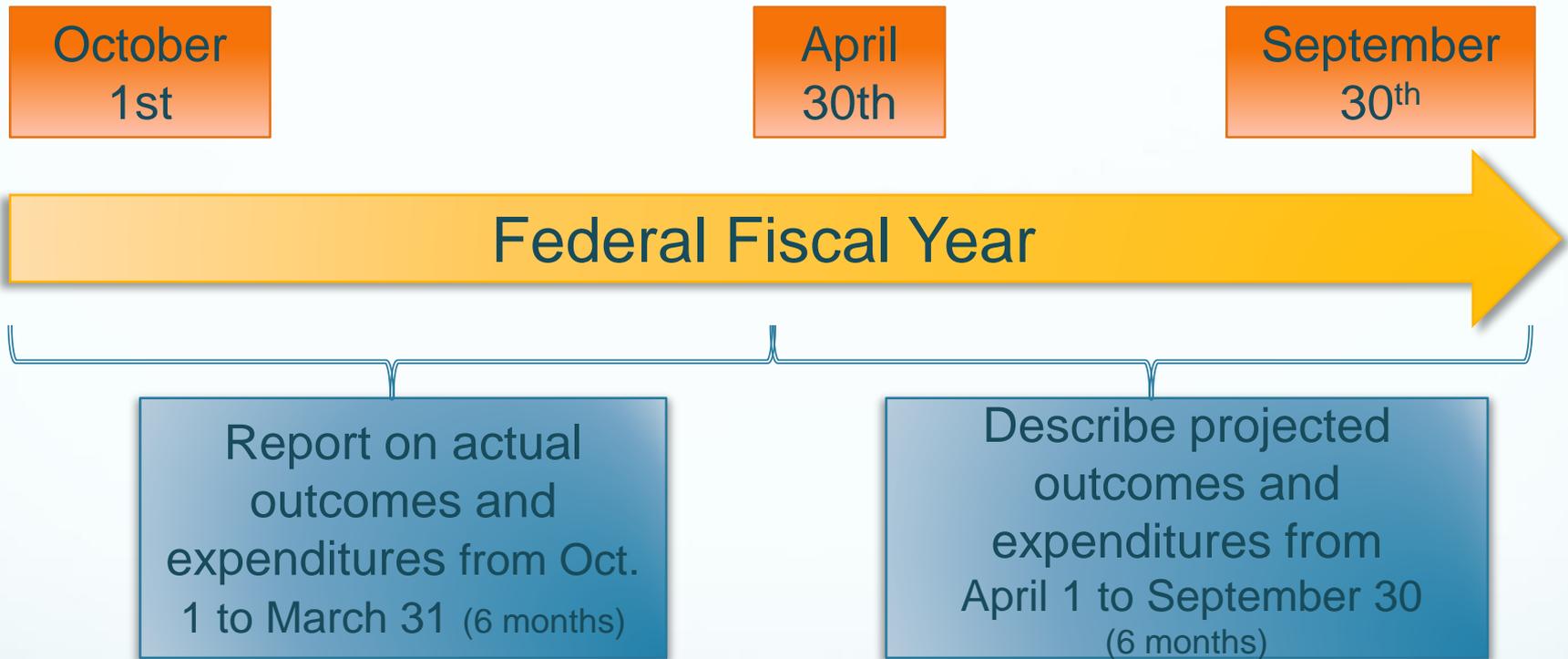
Measuring Substantial Progress

NIA, Section VI. Award Administration Information, 4. Performance Measures- Government Performance Results Act

How will RSA measure substantial progress towards meeting its goal for this program?

- The percentage of CAP personnel with zero to five years of experience who reported increased or enhanced knowledge, skills, or abilities as a result of training;
- The percentage of CAP personnel with five to ten years of experience who reported increased or enhanced knowledge, skills, or abilities as a result of training;
- The percentage of CAP personnel with ten or more years of experience who reported increased or enhanced knowledge, skills, or abilities as a result of training;
- The percentage of CAP personnel who reported that the training provided was of sufficient quality, relevance, and demonstrated usefulness to their work;
- The percentage of CAP personnel who reported that the quality of technical assistance, including materials provided, were of sufficient quality, relevance, and demonstrated usefulness to their work; and
- The percentage of CAP personnel who reported that the technical assistance received adequately addressed their needs.

Reporting Substantial Progress to RSA



- 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 cumulative report will be due on December 30th

Award Information

Uniform Guidance

2 CFR 200

- Applies to all grants awarded as of December 26, 2014.
- Electronic Version: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- PDF: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>
- Department of ED resources:
<http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
- Additional technical assistance documents and other materials related to the Uniform Guidance (including frequently-asked questions and webinar recordings) are available at The Chief Financial Officers Council web site:
<https://cfo.gov/cofar>.

Award Information

NIA Section II. Award Information

- **Type of Award:** Grant.
- **Eligible Applicants:** States and public or nonprofit agencies and organizations, including Indian tribes and IHEs.
- **Estimated Available Funds:** \$200,000
- **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:** 1
- **Indirect Costs:** The maximum Indirect Cost Rate for this project is eight percent.
- **Project Period:** Up to 60 months.
- **Cost Match:** Ten percent of the total cost of the project.

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 CAP 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 CAP 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	
<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 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): _____ 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 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)	22,222.00	22,222.00	22,222.00	22,222.00	22,222.00	
SECTION C – BUDGET NARRATIVE (see instructions)						

Continuing the Fourth and Fifth Years of the Project

- RSA will review the degree to which the program demonstrates substantial progress in:
- Providing training to CAP personnel on an as-needed basis in the areas of management, advocacy, and systemic advocacy;
- Providing training and technical assistance on CAP best practices;
- Offering national and regional training seminars each project year; and
- Effective coordination with RSA, as well as with training supported by the Center on Mental Health Services and the Administration on Intellectual and Developmental Disabilities on common areas such as protection and advocacy, financial management, and trial advocacy.

General Education Provisions Act (GEPA)

Application Package, Section I

- 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.

Submission of Materials to RSA

Application Package, Section I

- RSA requires grantees to submit any materials (i.e. curricula, 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.

Selection Criteria

Application Information, Section E

- A. Significance of the Proposed Project (10 Points)**
- B. Quality of Project Design (25 Points)**
- C. Quality of Project Services (25 Points)**
- D. Quality of the Management Plan and Adequacy of Resources (25 Points)**
- E. Quality of the Project Evaluation (15 points)**

Content and Form of Application Submission

Content and Form of Application Submission

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

Page Standards:

- 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.

The Page Standards and page limits apply to the following required documents:

- NARRATIVE (Part III, Application Narrative): 45 pages maximum.
- ABSTRACT (Application Package, Section F): 2 page maximum.

Content and Form of Application Submission

continued

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

- One-page resumes not to exceed a total of five pages are required for those identified as key personnel. There are no page standards associated with these resumes.
- The Narrative and all other attachments must be uploaded to Grants.gov in a **PDF (portable document format) read-only, non-modifiable file. Remove all password protections.**
- Prior to your submission, please review the following information contained in the Application Package, Section I “Application and Transmittal Instructions”.

Submitting Your Application

How do I submit my application?

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)
- **Early submission is strongly encouraged**

Questions

Competition Deadline

Thursday, April 23, 2015 at 4:30 PM

Washington, D.C. Time

No extensions or exceptions