U.S. Department of Education
Office of Elementary and Secondary Education
Office of Safe and Healthy Students
Washington, D.C. 20202-6450

Fiscal Year 2014

Applications for New Grants under the Grants to States for School Emergency Management Program CFDA 84.184Q

Dated Material - Open Immediately

Closing Date: July 7, 2014

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Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: 1894-0006. Public reporting burden for this collection of information is estimated to average 28 hours per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Amy Banks, Center for Preparedness, Office of Safe and Healthy Students, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E117, Washington D.C. 20202-6450. [Note: Please do not return the completed application to this address.]

Table of Contents

Program Information 5
Overview 5
Background Information 6
Frequently Asked Questions 16
Technical Assistance Workshop for Prospective Applicants 28
Tips for Preparing and Submitting an Application 28
Application Submission Procedures 29
Application Transmittal Instructions 29
Submitting Applications with Adobe Reader Software 32
Grants.gov Submission Procedures and Tips for Applicants 33
Application Instructions 37
Electronic Application Format 37
Electronic Application Submission Checklist 38
Part 1: Preliminary Documents 39
Part 2: Budget Information 46
Part 3: ED Abstract Form 49
Part 5: Budget Narrative 53
Important Information Regarding Indirect Costs 56
Part 6: Other Attachment Form 57
Part 7: Assurances and Certifications 58
Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372) 61
Reporting and Accountability 62
Legal and Regulatory Information 63
Notice Inviting Applications 63
Program Statute 98

United States Department of Education
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF SAFE AND HEALTHY STUDENTS

Dear Colleague:

Thank you for your interest in the Grants to States for School Emergency Management Grant Program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education (Department). The Grants to States for School Emergency Management Grant Program provides competitive grants to State educational agencies (SEAs) to expand the capacity of SEAs to provide training and technical assistance to local educational agencies (LEAs) for the development and implementation of high-quality school emergency operations plans (EOPs).

This competition has one priority. We consider only applications for the Grants to States for School Emergency Management Grant Program that meet the absolute priority described in the notice inviting applications published in the *Federal Register* on May 23, 2014. Under the absolute priority, SEAs must expand their capacity to assist LEAs in the development and implementation of high-quality school EOPs. Those SEAs that currently have limited internal capacity regarding the development and implementation of high-quality EOPs must propose to first expand their internal SEA capacity before providing such training and technical assistance to LEAs. SEAs that provide evidence of current internal capacity (e.g. currently have EOP subject matter experts on staff and comprehensive and up-to-date state EOP resources) may propose to immediately provide or expand such training and technical assistance to LEAs.

Please note that the application deadline for this grant is July 7, 2014. Please also take the time to review the absolute priority, requirements, selection criteria, and all of the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (EDGAR §75.216 (b) and (c)).

For this competition it is **mandatory** for applicants to use the government-wide website, Grants.gov (www.grants.gov), to apply. Please note that the Grants.gov site works differently than the U.S. Department of Education's e-Application System. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that you register *and* submit early.

Applications submitted to Grants.gov for the Department of Education will now be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (Grants.gov recommends Adobe Reader 10.1.14). Please review the **Submitting Applications with Adobe Reader Software** and **Education Submission Procedures and Tips for Applicants** instructions found within this package for further information and guidance related to this requirement.

Using FY 2014 funds, the Department expects to award $29,700,000 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 18 months. Grants are expected to be awarded by September 30, 2014.

Please visit our program website at the Department of Education for further information on the Grants to States for School Emergency Management Program Page. If you have any questions about the program after reviewing the application package, please contact Amy Banks by telephone at (202) 453-6777 or via e-mail at SEA.SEM@ed.gov.

David Esquith, Director
Office of Safe and Healthy Students

Program Information

Overview

Grants to States for School Emergency Management Program

Eligible Applicants: Eligible applicants include SEAs. Consistent with the definition in the notice inviting applications and this application package, eligible applicants include SEAs in the 50 states, the District of Colombia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, the Republic of Marshall Islands, and each of the Outlying areas as defined in the Definition section of this application package. Eligible applicants may collaborate informally or contract with other agencies to provide services to LEAs, including agencies such as: a State school safety center; State Emergency Management Agency; and the State Homeland Security Department.

Purpose: Grants to States for School Emergency Management Program provides grants to SEAs to increase their capacity to assist LEAs by providing training and technical assistance in the development and implementation of high-quality school emergency operations plans (EOPs).

Application Deadline Date: July 7, 2014

Application Submission: Applications must be submitted electronically via Grants.gov (www.grants.gov)

Estimated Available Funds: $29,700,000

Estimated Range of Awards: $85,714 to $3,273,301

Estimated Average Size of Awards: $503,389

Maximum Award: We will not fund any budget exceeding the maximum award amount for each eligible applicant. The Department developed these amounts as follows: First, the

Department reserved 1 percent ($300,000) for the Bureau of Indian Education (BIE) schools operated by the Department of Interior. (Those funds were not included within the notice inviting applications for new awards; rather, the Department will transfer them to the BIE under an interagency agreement). Second, the Department reserved 2 percent ($600,000), and allocated it in equal amounts of $85,714 among each of the 7 Outlying Areas. The Department allocated the remaining $29,100,000 among the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico on the basis of school-aged (5- to 17-year-old) population data from the U.S. Census Bureau, with a minimum per State award of $250,000. A funding chart is included in this application package on pages 7-9.

Estimated Number of Awards: 59

Project Period: Up to 18 months. Budgets should be developed for a single project period of up to 18 months. Continuation awards will not be provided.

Competition Manager: Amy Banks at SEA.SEM@ed.gov or (202) 453-6777

Background Information

Every day, our nation's K-12 schools are entrusted with approximately 55 million students.[1] Lessons learned from school emergencies highlight the importance of preparing school officials and first responders to implement school emergency operations plans. Families and communities expect schools to keep their children and youths safe from threats (human-caused emergencies such as crime and violence) and hazards (natural disasters, disease outbreaks, and accidents). With support from their SEAs and in collaboration with their local government and community partners, LEAs can take steps to plan for these potential emergencies through the creation of a high-quality school Emergency Operations Plan (EOP).

A 2007 report from the Government Accountability Office (GAO) notes that while 85 percent of LEAs have requirements for emergency management planning and 95 percent have written emergency management plans, the content within these plans varies.[2] For example, according to the GAO report, some LEA plans included federally recommended practices and procedures for all hazards, while other LEA plans did not. Also, according to the GAO report, many school district officials said that they experience challenges in planning for emergencies and some school districts face difficulties in communicating and coordinating with first responders.

On January 16, 2013, President Obama proposed "Now is the Time" (NITT)[3], a comprehensive plan that proposed a series of actions and steps to protect our children and communities by reducing gun violence, including grants to States to help their school districts develop and implement emergency management plans. The Grants to States for School Emergency Management Grant Program also was included in the President's FY 2014 budget request, and

1 U.S. Department of Education, National Center for Education Statistics, Digest of Education Statistics 2011.Washington, DC: Author, 2012. Available at http://nces.ed.gov/programs/digest/d11/index.asp.
2 "Most School Districts Have Developed Emergency Management Plans, but Would Benefit from Additional Federal Guidance," GA0-07-609, June 2007. Available at http://www.gao.gov/new.items/d07609.pdf.
3 Available at: http://www.whitehouse.gov/sites/default/files/docs/wh_now_is_the_time_full.pdf

Congress provided funding for the new program in the Department of Education Appropriations Act, 2014.

The elements of the NITT plan to make our schools safer include a focus on better emergency management plans, to which this program responds, as well as proposals for new comprehensive school safety programs, more nurturing school climates, and new investments to help schools address pervasive violence. High-quality school EOPs make our schools safer by supporting efforts to prevent, protect against, mitigate, respond to, and recover from all hazards, both natural and man-made.

Generally SEAs share with their LEAs information about applicable laws and mandates about school emergency management planning; and make resources available so that LEAs can fulfill their obligations. For example, SEAs may provide training, resources, tools, and information to support school safety and security, including emergency management planning. SEAs may also work with other State agencies or organizations to provide emergency management services to LEAs.

In order to develop and implement high-quality EOPs, LEA staff must have access to training and technical assistance on developing, implementing, and refining their plans. SEAs can play a critical role in providing the necessary training and technical assistance to LEAs.

Eligibility

This grant competition limits eligibility to State educational agencies (SEAs). Eligible applicants include SEAs in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands. Eligible applicants may collaborate informally or contract with others agencies to provide services to LEAs, including agencies such as: a State school safety center, the State Emergency Management Agency, and the State Homeland Security Department.

Authority

This grant program is authorized under 20 U.S.C. 7131; the Department of Education Appropriations Act, 2014, Title III of Division H of P.L. 113-76.

Official Documents Notice

The official document governing this competition is the notice inviting applications published in the Federal Register on May 23, 2014 (also included in the Legal and Regulatory Documents section of this application package). This notice also is available electronically at the following Web sites: http://www.gpo.gov/fdsys/pkg/FR-2014-05-23/html/2014-12045.htm; www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

Project Period

The project period for these grants is up to 18 months. Budgets should be developed for a single project period of up to 18 months. Continuation awards will not be provided. The exact start date is not known at this time. We estimate awards will be announced by late September 2014. **Note:**

Applicants must submit ED Form 524 and a detailed budget narrative for each budget period that funding is requested.

Estimated Award Information

Estimated Available Funds: $29,700,000.
Estimated Range of Awards: $ 85,714 to $3,273,301.
Estimated Average Size of Awards: $503,389.
Estimated Number of Awards: 59.
Note: The Department is not bound by any estimates in this application.

Maximum Award

Grants awarded under this program may not exceed the following maximum award amount for each eligible applicant. We will not fund any budget exceeding the following maximum award amount for each eligible applicant. The Department developed these amounts as follows: First, the Department reserved 1 percent ($300,000) for the Bureau of Indian Education (BIE) schools operated by the Department of the Interior. (Those funds were not included in the notice inviting applications for new awards; rather, the Department will transfer them to the BIE under an interagency agreement). Second, the Department reserved 2 percent ($600,000), and allocated it in equal amounts of $85,714 among each of the 7 Outlying Areas. The Department allocated the remaining $29,100,000 among the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico on the basis of school-aged (5- to 17 year old) population data from the U.S. Census Bureau, with a minimum per State award of $250,000.

Alabama	400,269
Alaska	250,000
Arizona	577,218
Arkansas	252,562
California	3,273,301
Colorado	436,746
Connecticut	293,237
Delaware	250,000
District of Columbia	250,000
Florida	1,432,228
Georgia	886,937

Hawaii	250,000
Idaho	250,000
Illinois	1,098,371
Indiana	569,748
Iowa	257,314
Kansas	254,602
Kentucky	360,964
Louisiana	392,400
Maine	250,000
Maryland	478,177
Massachusetts	506,167
Michigan	826,376
Minnesota	453,370
Mississippi	264,604
Missouri	500,485
Montana	250,000
Nebraska	250,000
Nevada	250,000
New Hampshire	250,000
New Jersey	732,350
New Mexico	250,000
New York	1,512,831
North Carolina	814,371

North Dakota	250,000
Ohio	962,047
Oklahoma	330,034
Oregon	306,922
Pennsylvania	986,909
Puerto Rico	312,619
Rhode Island	250,000
South Carolina	382,946
South Dakota	250,000
Tennessee	532,643
Texas	2,464,627
Utah	307,907
Vermont	250,000
Virginia	658,271
Washington	557,940
West Virginia	250,000
Wisconsin	472,509
Wyoming	250,000
Guam	85,714
Virgin Islands	85,714
American Samoa	85,714
Commonwealth of the Northern Mariana Islands	85,714
Republic of Palau	85,714

Federated States of Micronesia	85,714
Republic of the Marshall Islands	85,714

Cost Sharing or Matching Funds

This program competition does not require cost sharing or a matching contribution from the grantee, however, if you propose matching funds, we will monitor the grant to ensure the match is met and you will be expected to report annually on the matching funds, as well as federal funds.

Participation by Non-public School Students and Teachers

Applicants are required to provide for the equitable participation of nonpublic school students, their teachers, and other educational personnel in nonpublic schools located in the State served by the grant. In order to ensure that grant program activities address the needs of nonpublic schools, the applicant must engage in timely and meaningful consultation with nonpublic school officials during the design and development of the program. This consultation must take place before any decision is made that affects the opportunities of eligible nonpublic school students, teachers, and other educational personnel to participate.

In order to ensure equitable participation of nonpublic school students, teachers, and other educational personnel, an applicant must consult with private school officials on school emergency management issues such as: threats and hazards unique to nonpublic schools in the State, training needs, and existing EOPS and school emergency management resources already available to the nonpublic schools.

Travel Budget

Applicants should budget funds for the Project Director and one additional staff member to attend the Office of Safe and Healthy Students, Project Director's Meeting held for the Grants to States for School Emergency Management Program. For planning purposes, applicants should include funds for transportation, lodging for one night, and per diem costs. There are no meeting or registration costs for our grantees. This meeting is usually held in Washington, DC.

Email Address

As part of our review of your application, we may need to contact you with questions for clarification. Please be sure your application contains valid e-mail addresses for the project director and authorized representative or another party designated to answer questions in the event the project director and authorized representative are unavailable.

Application Due Date

All applications must be submitted electronically through the Grants.gov portal and must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for application.

***Applications may not be emailed or faxed*.**

Note: Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in the section under electronic submission of applications.

Review of Applications and Notification of Award

The review of applications and notification of awards for this grant competition requires approximately 8 to 10 weeks depending on the number of applications we receive. We expect to notify successful applicants by late September 2014. Unsuccessful applicants will be notified within 60 days after awards are announced.

Human Subjects Research Activities

Please see Item 3 of the instructions for Supplemental Information for Standard Form 424 in Section IV of this application package. Projects funded under this grant program may be subject to protection of human subjects research requirements. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at 202-245-8090.

The U.S. Department of Education's Expectations

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by the Department and its contractors. At a minimum, grantees are expected to maintain records on how their program is operating; maintain records on the extent to which their program objectives are being met; include specific performance measures in their evaluation plan; and make ongoing project information, findings, and products available to ensure the dissemination of knowledge gained from this effort during the grant period.

Reports

Each grantee is required to submit an annual and final report to demonstrate progress toward GPRA measures and project objectives For projects funded for one year, only a final report is required. Additional information about reporting will be provided by the Department.

Absolute Priority

For FY 2014 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

The priority is:

Expand the capacity of State educational agencies (SEAs) to provide training and technical assistance to local educational agencies (LEAs) for the development and implementation of high-quality school emergency operations plans (EOPs).

Under this priority, those SEAs that currently have limited internal capacity regarding the development and implementation of high-quality EOPs must propose to first expand their

internal SEA capacity before providing such training and technical assistance to LEAs. SEAs that provide evidence of current internal capacity (e.g. currently have EOP subject matter experts on staff and comprehensive and up-to-date state EOP resources) may propose to immediately provide or expand such training and technical assistance to LEAs.

Applicants that fail to meet the absolute priority will be considered ineligible and not considered for funding.

Program Requirements

Each applicant funded under this competition, must meet the following requirements—

(A) Provide an established point of contact (e.g., person or office) for school emergency management issues and submit that information to the U.S. Department of Education (Department) no later than the project start date;

(B) Provide training and technical assistance to LEAs that result in adoption of best practices for developing and implementing school EOPs including, but not necessarily limited to, those provided in the *Guide for Developing High-Quality School Emergency Operations Plans*)[4;]

(C) Provide training and technical assistance to LEAs on developing or enhancing memoranda of understanding with community partners (e.g., local government, law enforcement, public safety or emergency management, public health, and mental health agencies); and

(D) Provide training and technical assistance to LEAs on the implementation of the National Incident Management System (NIMS). Information about current NIMS requirements for States may be accessed at: http://www.fema.gov/national-incident-management-system.

Application Requirements

Each application for a grant under this program competition must meet the following requirement. The applicant must provide a plan that includes—

(A) Information on: (a) training, technical assistance, and resources the applicant currently provides to LEAs on emergency management; and (b) the proposed number of LEAs, including rural LEAs that might not otherwise have full access to school emergency management training and resources, that would receive training and technical assistance resulting in the development and implementation of high-quality school EOPs under the applicant's proposal.

(B) A strategy for improving the applicant's: (a) capacity to provide training and technical assistance to LEAs, including rural LEAs that might not otherwise have full access to school emergency management training and resources, resulting in the development and implementation of high-quality school EOPs; and capacity to address the unique needs of students, staff, and visitors with disabilities and other access and functional needs; (b)

4 Available at: http://rems.ed.gov/EOPGuides. Plans must comply with the Americans with Disabilities Act. Information and technical assistance about the ADA is available at http://www.ada.gov.

existing training and technical assistance activities for LEAs; (c) availability of emergency management resources; and (d) alignment of emergency management training, technical assistance, and resources with emergency management planning at the Federal, State, and local levels.

(C) Identification of a process for the coordination and sustainability of support that will be provided to LEAs so that they can continue to improve their schools' EOPs beyond the period of Federal financial assistance.

Definitions

The following definitions were included in the notice inviting applications and apply to this competition:

Acceptable means the plan meets the requirements driven by a threat or hazard, meets cost and time limitations, and is consistent with the law.

Adequate means the plan identifies and addresses critical courses of action effectively; can accomplish the assigned function; and the assumptions are valid and reasonable.

Complete means the plan

- Incorporates all courses of action to be accomplished for all selected threats and hazards and identified functions;
- Integrates the needs of the whole school community;
- Provides a complete picture of what should happen, when, and at whose direction;
- Estimates time for achieving objectives, with safety remaining as the utmost priority
- Identifies success criteria and a desired end state; and
- Conforms with the planning principles outlined in the *Guide for Developing High-Quality School Emergency Operations Plans*.

Compliant means the plan complies with applicable State and local requirements because these provide a baseline that facilitates both planning and execution.

Feasible means the school can accomplish the assigned function and critical tasks by using available resources within the time contemplated by the plan, and that the plan explains where or how the district and school will obtain the resources to support the execution of a course of action or to meet a requirement established in the plan.

High-Quality School Emergency Operations Plan (EOP) means a comprehensive emergency operations plan that encompasses the five mission areas: (1) prevention, (2) protection, (3) mitigation, (4) response, and (5) recovery and that is--(a) adequate, (b) feasible, (c) acceptable, (d) complete, and (e) compliant. [Derived from: Presidential Policy Directive 8, available at https://www.dhs.gov/presidential-policy-directive-8-national-preparedness; and (2) the *Guide for Developing High-Quality School Emergency Operations Plans*, available at http://rems.ed.gov/EOPGuides.]

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

LEA means a local educational agency as defined by section 9101(26) of the ESEA.

Outlying Areas means the United States, Virgin Islands, Guam, American Samoa, Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

Prevention means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is also the action schools take to prevent a threatened or actual act of terrorism, and it includes preventing imminent threats.

Protection means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protections focus on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Rural LEA means an LEA with one of the following district locale codes as assigned by the National Center for Education Statistics' Common Core of Data: Code 33 (remote Town); Code 41 (Fringe Rural); Code 42 (Distant Rural); and Code 43 (Remote Rural). LEA locale codes may be obtained by searching the Common Core of Data database at: http://nces.ed.gov/ccd/districtsearch/.

SEA means a State educational agency as defined by section 9101(41) of the Elementary and Secondary Education Act of 1965, as amended (ESEA).

State means any of the 50 States, the District of Colombia, and the Commonwealth of Puerto Rico, and each of the Outlying areas as defined in this notice.

Technical Assistance means consultations, information, referrals, and other assistance on specific issues, topics, or problems as requested by the LEAs and other stakeholders. The grantee disseminates materials collected, developed, adapted, and adopted for this assistance. Technical assistance may proceed, follow, or be combined with training activities.

Training means instruction directed toward imparting knowledge, skills, and attitudes supportive of change by engaging, informing, equipping, and motivating trainees toward the development and implementation of action plans responsive to the specific need or circumstances of the trainees. Training may consist of various formats (e.g., workshops, seminars, or computer-assisted tutorials).

Frequently Asked Questions

A. Administrative

A.1 What is the deadline date for this competition?

The competition deadline for the Grants to State educational agencies (SEAs) for School Emergency Management program is July 7, 2014.

A.2 May I get an extension of the deadline date?

Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances the U.S. Department of Education (Department) may change the closing date for a grant competition. When this occurs, the Department announces such a change in a notice published in the Federal Register.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described in the notice inviting applications (NIA).

A.3 Do I have to submit my application electronically?

Yes. Unless you qualify for an exception in accordance with the instructions found in the NIA, you must submit your application electronically.

A.4 How do I register to submit my grant electronically?

If you are a new user, you will need to register to use Grants.gov. For detailed information on the Registration Steps see the Grants.gov Submission Tips and Procedures for Applicants on pages 30-32 of this document or please go to: http://www.grants.gov/applicants/get_registered.jsp.

A.5 How do I submit my application electronically?

For more information on using Grants.gov, please refer to the NIA for this competition published in the Federal Register, the Grants.gov "Submission Procedures and Tips" document found in this application package, and/or visit www.grants.gov.

A.6 What information do I enter in box 4 Applicant Identifier, box 5a Federal Entity Identifier, and box 5b Federal Award Identifier on the SF-424 form?

These boxes are not applicable for this competition. Please leave boxes 4, 5a, and 5b blank. You may input "NA" in each box, but be sure not to include a slash (i.e., "N/A"); the system will not allow you to input special characters.

A.7 How should I submit forms with signatures?

We *strongly encourage* you to scan and upload signed versions of the forms, in a Portable Document Format (PDF format), to the **Other Attachments Form** section of the application package on Grants.gov or you may fax the signed forms to the Department.

These documents may be faxed to the attention of Amy Banks at 202-453-6742 or (202) 260-7779 and must be received within three days of your application submission.

A.8 Are there any compatibility restrictions?

You must submit your application in a PDF format in order for your application to submit successfully to the Department. If you submit your application in any other format, we will not be able to access your document. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .PDF format, please refer to this Grants.gov webpage with links to conversion programs:
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

A.9 How does the Freedom of Information Act affect my application?

The Freedom of Information Act (FOIA) provides that any person has the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. The Department's Freedom of Information website is available at: http://www2.ed.gov/policy/gen/leg/foia/foiatoc.html.

A.10 For my General Education Provisions Act (GEPA) 427 statement is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?

No. An organization's non-discrimination statement is not sufficient to meet the GEPA requirements. A GEPA statement should outline an entity's potential barriers and solutions to equal access, specific to the proposed project.

A.11 Is this program covered by Executive Order 12372?

Yes. This means applicants must submit a copy of their application to their State Single Point of Contact for review and upload the transmittal letter in the **Other Attachments Form** section in Grants.gov (refer to page 64). On the application for Federal Assistance (Standard Form 424), you must check box (a) in item 19 and provide the date on which you made your application available for review. Note that the Department is prohibited from making an award to an entity that has not provided an opportunity for its State to review the application. The only exceptions to this requirement are applicants from States that have chosen not to participate or have indicated they do not wish to review applications from this competition. In either of these cases, applicants should check box (b). Do not check box (c) since this grant program is covered by Executive Order 12372. For more information about this requirement, see the Intergovernmental Review of Federal Programs section in this application package.

A.12 What is required from an applicant whose State Single Point of Contact indicates that they are not reviewing applications for this grant competition?

Applicants should include a copy of such a response from the State Single Point of Contact in their application package submitted to the Department and check the appropriate line on the SF 424 form.

A.13 By what date do applicants have to submit their application to their State Single Point of Contact, if participating?

Applicants must submit their application to the State Single Point of Contact by the deadline date for transmitting their application to the Department.

A.14 What steps should the applicant's Authorized Representative take before signing a grant application?

The standard form that serves as a cover sheet for grant applications includes a certification statement that accompanies the authorized representative's signature. That certification indicates that the information provided in the grant application is true and complete to the best of the authorized representative's knowledge, and that any false, fictitious, or fraudulent statements or claims may subject the authorized representative to administrative, civil, or criminal penalties. As a result, an authorized representative should carefully review a grant application before signing in order to be sure that all of the information contained in the application package is correct. Additionally, an authorized representative should be sure that the application describes a project that has the organization's support and reflects an approach that the organization is committed to implementing.

A.15 What should I include in the "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. The application package shows the "Table of Contents" falling within the "Project Narrative," but the "Table of Contents" should be comprehensive, covering all application content.

B. Eligibility

B.1 Who is eligible to apply?

Eligible applicants include SEAs (defined by section 9101(41) of the Elementary and Secondary Education Act as the agency primarily responsible for the State supervision of public elementary schools and secondary schools) in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

B.2 Are State school safety centers eligible to apply?

No. Only SEAs (as defined) are eligible applicants. However, as stated in the NIA for this grant program, eligible applicants may collaborate informally or contract with other agencies to provide services to local educational agencies (LEAs), including agencies such as a State school safety center, the State Emergency Management Agency, or the State Homeland Security Department.

C. Priorities

C.1 What priority must all applicants address to be eligible for funding?

All applications must address the absolute priority as written: Expand the capacity of State educational agencies (SEAs) to provide training and technical assistance to local educational agencies (LEAs) for the development and implementation of high-quality school emergency operations plans (EOPs).

Under this priority, those SEAs that currently have limited internal capacity regarding the development and implementation of high-quality EOPs must propose to first expand their internal SEA capacity before providing such training and technical assistance to LEAs.

SEAs that provide evidence of current internal capacity (e.g. currently have EOP subject matter experts on staff and comprehensive and up-to-date State EOP resources) may propose to immediately provide or expand such training and technical assistance to LEAs.

C.2 What is the balance between building capacity at the State level and providing training and technical assistance to LEAs?

The goal of this grant program is for SEAs to be equipped to assist their LEAs in ensuring schools have high-quality emergency operating plans and are prepared to implement them. Depending on the SEA's current capacity, this grant can support that goal through a balance of two approaches: (1) expand SEA capacity to provide training and technical assistance to LEAs; and (2) provide training and technical assistance to LEAs resulting in the development and implementation of high-quality school emergency management plans. Those States that currently have limited internal capacity must first expand their internal capacity and then use the remaining grant funds to provide training and technical assistance to as many LEAs as possible. Those States that demonstrate current internal capacity (e.g., subject matter experts on staff and comprehensive up-to-date resources), will be expected to focus their grants on providing training and technical assistance to as many LEAs as possible.

D. Requirements

D.1 What Assurances and Certifications are required?

Be certain to complete all required assurances and certifications in Grants.gov, and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- Assurances for Non-Construction Programs (SF 424B Form)
- Disclosure of Lobbying Activities (SF LLL Form)
- Certification Regarding Lobbying (ED 80-0013 Form)
- General Education Provisions Act (GEPA) Requirements – Section 427

For those SEAs that plan to collaborate informally or contract with other State-level agencies, departments, or organizations, signed letters of intent from each State-level entity are required along with the application.

D.2 When must an SEA provide an established point of contact (e.g., person or office) for school emergency management issues and submit that information to the Department?

SEAs must provide an established point of contact (e.g., person or office) for school emergency management issues and submit that information to the Department no later than the project start date. This program requirement can be found on page 5 in the NIA.

D.3 Must an SEA address the needs of rural LEAs?

Yes. GSEM applications must provide a training and technical assistance strategy that includes assisting rural LEAs that might not otherwise have full access to school emergency management training and resources. This application requirement can be found on page 7 in the NIA.

D.4 Must an SEA assist LEAs in developing memoranda of understanding (MOUs) with their community partners?

GSEM applicants must provide a training and technical assistance strategy that includes assisting LEAs in developing or enhancing LEA MOUs with their community partners as part of a high-quality EOP. This program requirement can be found on page 6 in the NIA.

D.5 What is the Project Performance Measure for this program?

The Department has established the following performance measures for assessing the effectiveness of the GSEM program:

- The number of LEAs with high-quality EOPs at the start of the grant compared to the number of LEAs with high-quality EOPs at the end of the grant.

For specific requirements on grantee reporting, please go to the Department's Performance Report Form 524B at http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

Applicants may view the Department's Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center Web site at http://rems.ed.gov for more information on reporting requirements for grantees. On the Web site, the "Grantee

Corner" button will display a link to instructions for completing the reporting form required for the grant (ED 524B form).

D.6 What technical assistance and resources to support the development and implementation of high-quality EOPs is available for GSEM grantees?

Grantees may access the Department's REMS TA Center (http://rems.ed.gov; 1-855-781-7367 [REMS]; info@remstacenter.org) for technical assistance in support of this grant. The Department's Office of Safe and Healthy Students (OSHS) administers the REMS TA Center to serve as a hub of information and services. The REMS TA Center supports K-12 schools, school districts, institutions of higher education, and their community partners in the development of high-quality emergency operations plans (EOPs) and the implementation of comprehensive emergency management planning efforts.

The REMS TA Center provides comprehensive and specific TA activities, training, and products; including:

- Helpful resources, publications, and training opportunities;
- Step-by-step accessibility to important Federal guidance on developing high-quality EOPs for schools;
- Train-the-educator and train-the-trainer sessions on topics ranging from developing EOPs to the basics and benchmarks of threat assessments in schools;
- Live and archived Webinar trainings, PowerPoint presentations for download, and interactive online courses for self-paced, individual learning. Topics include implementing Psychological First Aid (PFA), Information Sharing, and preparing for active shooter situations; and
- A virtual library of tools developed by emergency managers in the field, which contains relevant resources pertinent to the needs of local educational agencies and their community partners as they prepare for emergencies.

All activities and products found directly at the REMS TA Center website (http://rems.ed.gov) are downloadable and/or accessible for free. General assistance (e.g., conference calls, material review) that is provided by indirect communications (e.g., telephone, email, mail) as well as the trainings by request are also available at no cost.

NOTE: The REMS TA Center may not assist applicants in the preparation of their grant applications. It may provide technical assistance to applicants on relevant issues, including those related to the content of grant proposals, consistent with the terms of the Center's grant award.

D.7 What is the National Incident Management System (NIMS)?

The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of

their cause, size, location or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient nation. Consistent implementation of NIMS provides a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning and response

Applicants are required to provide training and technical assistance to LEAs on the implementation of the National Incident Management System (NIMS). Information about current NIMS requirements may be accessed at http://www.fema.gov/national-incident-management-system.

E. Program-Specific Questions

E.1 How do applicants demonstrate intent to collaborate informally or contract with other State-level agencies, departments or organizations to provide ongoing services to LEAs?

Applicants that intend to collaborate informally or contract with other State-level entities should consult with them during the development of their application to obtain signed letters of intent to clearly state each entity's specific role and responsibility in carrying out the grant activities and to ensure that efforts are coordinated, sustainable beyond the period of federal funding, and to avoid duplication of effort.

E.2 Will a Memorandum of Understanding (MOU) with one of the State-level partners suffice as a letter of intent?

No. Eligible applicants may collaborate informally or contract with other State-level agencies, departments or organizations to provide services to LEAs, but the signed letter of intent must clearly state each partner's specific role and responsibility in carrying out the grant activities. The agreement must be written specifically for the proposed GSEM project and should identify specific responsibilities in connection to the proposed project. A separate MOU from a previously established relationship will not meet the requirements.

E.3 May applicants coordinate with more than the State-level partners indicated in the NIA for this grant?

Yes. The Department has indicated sample allowable State-level partners in the NIA. Eligible applicants may collaborate informally or contract with other agencies to provide services to LEAs, including agencies such as:

- A State school safety center;
- The State Emergency Management Agency; and
- The State Homeland Security Department.

Additional State-level partners are allowable to help with implementation of this grant (i.e., public health or transportation departments, etc.).

E.4 Are prevention programs (i.e., bullying prevention, suicide prevention, violence prevention, etc.) allowable under the GSEM grant program?

No. Prevention programs are beyond the scope of this grant competition. While we recognize the importance of a comprehensive approach to violence prevention, those activities are not directly related to development of an effective emergency operations plan. Requests for funds to implement a prevention program will not be allowed.

E.5 Are America's PrepareAthon! activities allowable under this grant?

Yes. Preparedness activities in line with America's PrepareAthon (www.ready.gov/prepare) are allowable under this grant, to the extent that they serve the purpose of building capacity of SEAs to assist LEAs in the development and implementation of high-quality EOPS.

F. Selection Criteria

F.1 How will applications be reviewed?

The Department will first screen applications to determine which applications should be forwarded to reviewers based on the adequacy of the applications' response to the absolute priority, and their eligibility.

The Department intends to use non-federal reviewers from various backgrounds and professions with relevant expertise. These reviewers will use their professional judgment to evaluate and score each application based on the selection criteria.

F.2 Will an applicant receive its scores and reviewer comments after the competitions are completed?

Yes. Both funded and unfunded applicants will receive a copy of the technical review form completed by the peer reviewers. Individual reviewer names are deleted from the forms to preserve confidentiality.

F.3 Will the reviewers be asked to read every part of each application?

Yes. Reviewers will be asked to read every part of the application (including the budget narrative, budget forms, and project narrative, among others); however, reviewers will not read any pages of the project narrative that exceed the page limit. For this reason and to facilitate the review, the Department encourages applicants to carefully follow the directions in the application package. Applicants should pay particular attention to the flow of the narrative and correctly label all attachments.

G. Budget

G.1 Is there a maximum award amount for this competition?

Yes. We will not fund any budget exceeding the maximum award amount for each eligible applicant as stated in the NIA for this grant.

G.2 What is an indirect cost?

An indirect cost is an expense that you incur that is necessary for implementing the grant, but may be difficult to identify directly with your grant. For example, indirect costs may include money spent for heat, light, rent, telephone, security, accounting, and Internet use.

G.3 Does this program use a restricted or unrestricted indirect cost rate?

This program uses an unrestricted indirect cost rate.

G.4 How do I obtain an unrestricted indirect cost rate?

Your organization may already have a negotiated, unrestricted indirect cost rate with a Federal government agency. If your organization has not negotiated this rate in the past, please contact the Department's Indirect Cost Group at Indirectcostgroup@ed.gov.

G.5 If an applicant intends to charge indirect costs to the grant, what documentation should it submit with its application?

If an applicant has a current indirect cost rate, it should submit a copy of its current indirect cost rate agreement, including its current rate.

If an applicant does not have a current indirect cost rate agreement, applicants should submit a provisional indirect cost rate. Applicants may choose not to submit indirect cost rate information at the time of application; however, in order to charge indirect costs to the grant, this applicant will need to submit an indirect cost rate agreement. The applicant should include any proposed indirect costs in its proposed budget and budget narrative.

G.6 What guidance is available on developing a budget narrative?

For guidance on preparing a budget narrative, please see http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html.

G.7 If a grantee fails to propose indirect costs in the budget section of the application, may it charge indirect costs to the grant once awarded?

During the Department's budget review process, which occurs prior to grant award, the Department reviews each applicant's requested budget. If the requested budget does not include estimated indirect costs, they will not be included in the budget approved by the Department that forms the basis of the grant award. This means that, after award, a grantee would only have funds with which to charge indirect costs to the grant if the approved direct costs of the grantee's project for any budget period exceed the grantee's actual direct costs. Where this occurs, the grantee may submit a requested budget revision to the Department program office to use the excess funds budgeted for direct costs to cover its indirect costs.

G.8 If, at the time it receives a grant award, a grantee does not have an approved indirect cost agreement, may it still charge indirect costs to the grant?

A grantee that does not have an indirect cost agreement at the time of application may still be able to charge indirect costs until it receives an approved rate, if the Secretary approves the grantee's request to use a temporary rate of ten percent of budgeted direct salaries and wages. However, after the grant award is issued, the grantee must expeditiously take steps to obtain an indirect cost rate. The grantee should inform the Department that it has taken this step and forward to the Department's program office the indirect cost rate agreement that it eventually obtains.

For additional information about obtaining an approved indirect cost rate or applying for an indirect cost rate, contact the Department's indirect cost group at IndirectCostGroup@ed.gov.

G.9 What are the funding restrictions?

Program funds may be used for costs related to training, technical assistance, and SEA capacity building, in addition to other allowable costs.

G.10 Are applicants required to secure cost sharing or matching funds?

No. Applicants are not required to secure cost sharing or matching funds.

G.11 When an applicant commits non-Federal funds to the proposed project, does this create a legal obligation to fulfill the commitment?

Yes. Section 75.700 of the Education Department General Administrative Regulations (EDGAR) (34 C.F.R. 75.700) requires each grantee to comply with the content of its approved application. Therefore, if an application is approved, the grantee is responsible for fulfilling the commitment of non-Federal funds or in-kind resources set forth in Section B of ED Form 524 included in its application and any commitment of non-Federal funds identified in the application. Grantees are required to meet these commitments and to report on the extent to which they have been met in their annual performance reports.

G.12 What is the project and budget period for these grants?

The project and budget period for this grant is up to 18 months. Budgets should be developed for a single project period of up to 18 months. No continuation awards will be provided.

G.13 What will be the project start date?

Should you receive a grant, the start date will depend on when funds can be awarded and obligated. September 30, 2014 is the suggested start date; however, the applicant's proposed start date may be slightly modified by mutual agreement by the Department and the grantee

G.14 Must a grantee wait until the start of the initial budget period to begin incurring costs that grant funds will reimburse?

No. GSEM funds are available to reimburse a grantee for pre-award costs that are reasonable, necessary, and otherwise allowable when these costs were incurred within 90 days prior to the beginning of the grant's initial budget period. For instance, a grantee with a budget period start date of October 1 may begin carrying out tasks for the new project as early as July 1, although it cannot draw down any payments until October 1 when the grant is awarded and the initial budget period has begun.

However, until notified of receipt of a grant award, an applicant bears the risk of committing its own funds to these pre-award obligations. If the applicant is not awarded a GSEM grant, the Department will not reimburse the applicant for any costs incurred in anticipation of a possible grant award.

G.15 What should be included in the budget narrative?

As explained in the application package, an application should include one budget narrative. This narrative should provide a detailed description of how the applicant plans to use its requested grant funds, and should be of sufficient scope and detail for the Department to determine if the costs are necessary, reasonable, and otherwise allowable, and for the reader to understand how the applicant proposes to use Federal and any non-Federal funds to support the proposed project.

For further guidance on Federal cost principles, an applicant may wish to consult the applicable Office of Management and Budget (OMB) Circulars: OMB Circular A-87 (for SEAs and LEAs) and A-21 (for nonprofit organizations). (To review these Circulars, go to http://www.whitehouse.gov/omb/circulars.)

Additionally, the "Budget Narrative" section of the application package provides extensive detail, including examples, on how an applicant might present the assumptions on which the proposed performance-based compensation costs are based.

G.16 Are there certain items that cannot be purchased with GSEM funds?

Yes. Generally, grant funds cannot be used to purchase refreshments, breakfast, incentives or prizes, or other prohibited items identified by the Office of Management and Budget's Cost Principles for State, Local, and Indian Tribal Governments available at:
http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf.

H. Additional Questions

H.1 Who do I contact for more information about this grant competition?

Any questions pertaining to this grant competition should be directed to Amy Banks, U.S. Department of Education, by email (SEA.SEM@ed.gov) or by phone: (202-453-6777).

Please note that we anticipate receiving a large volume of inquiries and recommend contacting us via email with any questions. We will do our best to respond to inquiries within 24-48 hours. Please do not wait until the closing date to contact us with questions, as we may not be able to respond prior to competition closing time.

Technical Assistance Workshop for Prospective Applicants

The Office of Safe and Healthy Students will conduct a technical assistance (TA) webinar designed to assist applicants who may have questions related to the application process and procedure for this grant program. Applicants are encouraged to read through the entire application package before participating in the TA webinar. The tentative date and time for the TA webinars is June 12, 2014 at 1:00 P.M., Washington, DC time. Applicants should reference our Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center Web site 's Grantee Corner at: http://rems.ed.gov/granteecorner.aspx for information related to this technical assistance session.

Tips for Preparing and Submitting an Application

Beginning the Application Process

- Read this application package in its entirety and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
  - ✓ The Frequently Asked Questions section in this application package
  - ✓ The GSEM Program Web page
  - ✓ The REMS TA Center's Grantee Corner Webpage

- If you do not understand an instruction or requirement, contact Amy Banks, U.S Department of Education, Office of Safe and Healthy Students, Center for School Preparedness at SEA.SEM@ed.gov or (202) 453-6777 for more information about this grant competition.
- Please note that we anticipate receiving a large volume of inquiries and recommend contacting us via email with any questions. We will do our best to respond to inquiries within 24-48 hours. Please do not wait until the closing date to contact us with questions, as we may not be able to respond prior to the competition closing time.

Preparing Your Application

- Organize your narrative according to the selection criteria headings and respond comprehensively.
- Be thorough in your responses. Write so that someone who knows nothing about your community and the proposed activities, curricula, programs, and services can understand what you are proposing and why.
- Make sure your budget provides sufficient itemization and detailed descriptions about planned expenditures so ED staff can easily determine how amounts were calculated.

- Link your planned expenditures to the proposed activities, curricula, programs, and services. Do not request funds for miscellaneous purposes. Make sure you demonstrate that your proposed expenditures are necessary to carry out your program.
- Please be sure to budget for all the required grantee meetings.

Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date and time. When submitting your application electronically, you must use Grants.gov at: www.grants.gov. Unless you qualify for an exception in accordance with the instructions found in the NIA, you must submit your application electronically.

What Happens Next?

- If you submit your application electronically, the PR/Award number will be generated automatically when you submit your application. Please refer to this PR/Award number if you need to contact us about your application.
- Staff members screen each application to ensure that all program eligibility requirements are met and that all forms are included and signed by the Authorized Representative.
- Your application will be assigned to a three-person panel of independent reviewers who will evaluate and score your proposal according to the selection criteria in this application package. Your application will receive a score from 0 to 100, depending upon how well it addresses the selection criteria.
- A Grant Award Notification will be awarded to applicants whose proposals rank high enough to receive funded. Both successful and unsuccessful applicants will receive peer reviewers' comments approximately 6 to 8 weeks after grant awards are announced. Unsuccessful applicant also will receive a notification letter. Please be sure your application contains a valid mailing address for both the Project Director and the Authorized Representative so that notification of award and reviewers' comments can be successfully delivered.

Application Submission Procedures

The deadline for submission of a grant application for the Grants to States for School Emergency Management Program is July 7, 2014.

Application Transmittal Instructions

Attention Electronic Applicants: This program **requires** the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. Please note that you **must** follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

Applications Submitted Electronically

Applications for grants under this program must be submitted electronically using the Governmentwide Grants.gov Apply site at http://www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may **not** e-mail an electronic copy of a grant application to us.

Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system **no later than 4:30:00 p.m., Washington, DC time, on the application deadline date.** Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date.

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in this application package to ensure that you submit your application in a timely manner to the Grants.gov system.

Please note the following:

- You must attach any narrative sections of your application as files in a **.pdf** (Portable Document) format. **If you upload a file type other than a .pdf file, or submit a password-protected file, we will not review that material**.

- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters. The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- Your electronic application must comply with any page-limit requirements described in this application package.

- If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

According to the instructions found in the Federal Register notice, only those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

Submission of Paper Applications by Mail:
If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184Q)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:
(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:
(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.
If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Submission of Paper Applications by Hand Delivery:
If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184Q)
550 12th Street, SW.
Room 7039, Potomac Center Plaza

Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications:
If you mail or hand deliver your application to the Department--
(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Submitting Applications with Adobe Reader Software

The Department of Education, working with Grants.gov, is currently moving from using PureEdge software to using Adobe Reader software exclusively and applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Applicants will no longer need to use the PureEdge software to create or submit an application.

Please note: The compatible version of Adobe Reader is **required** for viewing, editing and submitting a complete grant application package for the Department of Education through Grants.gov. Applicants should confirm the compatibility of their Adobe Reader version **before** downloading the application. To ensure applicants have a version of Adobe Reader on their computer that is compatible with Grants.gov, applicants are encouraged to use the test package provided by Grants.gov that can be accessed at http://www.grants.gov/web/grants/support/technical-support/troubleshooting/verifying-adobe-reader.html# .

Important issues to consider:

- If the applicant opened or edited the application package with any software other than the compatible version of Adobe Reader, the application package may contain errors that will be transferred to the new package even if you later download the compatible Adobe Reader version.
- Applicants **cannot** copy and paste data from a package initially opened or edited with an incompatible version of Adobe Reader and will need to download an **entirely new package** using the compatible version of Adobe Reader.
- Some applicants using an incompatible version of Adobe Reader **may have trouble** opening and viewing the application package while others may find they can open, view and complete the application package but **may not be able to submit** the application package through Grants.gov.

- Grants.gov **does not** guarantee to support versions of Adobe Reader that are not compatible with Grants.gov.
- Any and all edits made to the Adobe Reader application package **must** be made with the compatible version of Adobe Reader.

For your convenience, the latest version of Adobe Reader is available for free download at http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html.

We strongly recommend that you review the information on computer and operating system compatibility with Adobe available at http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html **before** downloading, completing or submitting your application.

Applicants are reminded that they should submit their application a day or two in advance of the closing date as detailed in the Federal Register Notice. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required
Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.) Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: compatibility table. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under "Attaching Files – Additional Tips.") If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. 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. Please note that once your SAM registration

is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: http://www.grants.gov/web/grants/register.html [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)*.]

Primary information about SAM is available at www.sam.gov . However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: http://www2.ed.gov/fund/grant/apply/sam-faqs.html

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR - Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK –** You will want to 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 earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, 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 and will be available for viewing on Grants.gov's Track My Application link.

   If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/web/grants/applicants/applicant-faqs/tracking-an-application.html.

For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at: http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html.

If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/web/grants/about/contact-us.html, or access the Grants.gov Self-Service web portal at: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to http://www.grants.gov/web/grants/about/contact-us.html for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/web/grants/applicants/applicant-resources.html.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If**

you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/web/grants/support/technical-support/recommended-software.html. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources: http://www.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.

3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters in the file name, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file

attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

*Please note that the Central Contractor Registry (CCR) was replaced by the System for Award Management (SAM) effective July 30, 2012. For more information on the migration of CCR data to SAM, grant applicants should read this information located on Grants.gov:
http://grants-gov.blogspot.com/2012/07/information-about-pending-migration.html#!/2012/07/information-about-pending-migration.html

Application Instructions

Electronic Application Format

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions in this application package.

In accordance with EDGAR §75.216 (b) and (c), an application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program.

Important note: Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14).

Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. Also, please review the **Submitting Applications with Adobe Reader Software** and **Education Submission Procedures and Tips for Applicants** forms found within this package for further information and guidance related to this requirement.

We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Applicants will no longer need to use the PureEdge software to create or submit an application. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Note: 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.

Electronic Application Submission Checklist

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package or individually for each form on Grants.gov.

Review your electronic application to ensure you have completed the following forms and sections:

Part 1: Preliminary Documents

- ❑ 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)

Part 3: ED Abstract Form

- ❑ Project Abstract

Part 4: Project Narrative Attachment Form

- ❑ Application Narrative

Part 5: Budget Narrative Attachment Form

- ❑ Budget Narrative

Part 6: Other Attachments Form

- ❑ Executive Order 12372 Transmittal Letter
- ❑ Indirect Cost Rate Agreement

Part 7: Assurances and Certifications

- ❑ Assurances for Non-Construction Programs (SF 424B Form)
- ❑ Disclosure of Lobbying Activities (Standard Form LLL)
- ❑ Grants.gov Lobbying Form
- ❑ General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)

Part 8: Intergovernmental Review (Executive Order 12372)

- ❑ State Single Point of Contact (SPOC) List

Part 1: Preliminary Documents

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

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number).

When applying electronically via Grants.gov, you will need to ensure that the DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the System for Award Management.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	**Type of Submission:** (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	**Applicant Identifier:** Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.		
5a.	**Federal Entity Identifier**: Enter the number assigned to your organization by the federal agency, if any.	16.	**Congressional Districts Of**: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	**Federal Award Identifier**: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the

Item	Entry:	Item:	Entry:
			amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** (Required**)** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	**Authorized Representative**: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)		

[**U.S Department of Education note**: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

Instructions for U.S. Department of Education
Supplemental Information for the SF-424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

2. **Novice Applicant.** Check "Yes" if you meet the definition for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424"). By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "No" if you do not meet the definition for novice applicants**.**

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the Federal Register will specify this information

3. Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424.")

3a. If Not Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

3a. If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for SF-424.")

3b. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. **(A list of current FWAs is available at: http://ohrp.cit.nih.gov/search/asearch.asp#ASUR)** If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II, "Instructions for Exempt and Nonexempt Human Subjects Research Narratives" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.
No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.

Paperwork Burden Statement. *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-0170. If you have comments or concerns regarding the status of your individual submission of this form write directly to: (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.*

Definitions for U.S. Department of Education
Supplemental Information for the SF-424

Definitions:

Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be* ***directly or indirectly*** *linked to that individual, the definition of human subject is met* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of ***exemptions*** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. ***If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption***.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures

involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects***. [This exemption applies only to retrospective studies using data collected before the initiation of the research.]***

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. ***[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by HHS at the time the regulations were established. We will strictly construe this exemption because it was not intended to apply to ED research.]***

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects "exempt research" or "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked "Yes" for item 3.b. and designated exemption numbers(s), attach the "exempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked "No" for item 3.b. you must attach the "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/ocfo/humansub.html

NOTE: The **State Applicant Identifier** on the SF-424 is for State Use only. Please complete it on the SF-424 in the upper right corner of the form (if applicable).

Part 2: Budget Information

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

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for the 18-month project period (and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided within this application package.

Instructions for completing ED Form 524 Section A:

Name of Institution/Organization: Enter the name of the applicant in the space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html.

Training Stipends (line 11): This line item is not applicable to this program. The training stipend line item only pertains to costs associated with long term training programs and college or university coursework, not workshops or short-term training supported by this program. *Salary stipends paid to teachers and other school personnel for participating in short-term professional development should be reported in Personnel (line 1).*

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 15a on the application cover sheet (SF Form 424).

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED's website at: http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

You must consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.
If you checked "no," ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check "Other," specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:

   a. The specific costs or contributions by budget category;
   b. The source of the costs or contributions; and
   c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

   [Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: http://www.whitehouse.gov/omb/circulars/index.html]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

   When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

   You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0008. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202..

Part 3: ED Abstract Form

This section should be attached as a single document to the ED Abstract Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

❑ **Project Abstract**

The project abstract should not exceed **one** double spaced page and should include a concise description of the following information:

- Project objectives and activities,
- Absolute priority
- Proposed project outcomes

Part 4: Project Narrative Attachment Form

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.*

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

❑ 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.

❑ Application Narrative

The application narrative responds to the selection criteria found in this application package and should follow the order of the selection criteria.

You must limit the application narrative to the equivalent of no more than 50 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract, the bibliography, or the letters of support.

The narrative must contain evidence that the applicant meets the absolute priority and should contain and follow in sequence the information requested for each selection criterion. Applicants should ensure that the narrative addresses all of the application and program requirements listed in the notice inviting applications and that the narrative is easy to read and logically developed in accordance with the selection criteria.

Our reviewers will not read any pages of your application that exceeds the page limit.

Selection Criteria for Program Narrative

The maximum score for all selection criteria is 100 points. The points or weights assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria:

Significance (20 points)
Quality of the Project Design (30 points)
Quality of the Project Services (30 points)
Adequacy of Resources (20 points)

1. Significance (20 points)

The Secretary considers the significance of the proposed project. In determining the significance of the proposed project, the Secretary considers the following factors:

(a) The likelihood that the proposed project will result in system change or improvement. (10 points)
(b) 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 populations. (10 points)

2. Quality of Project Design (30 points)

The Secretary considers the quality of project design of the proposed project. In determining the quality of the project design, the Secretary considers the following factors:

(a) The extent to which the design of proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (15 points)
(b) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (15 points)

3. Quality of Project Services (30 points)

The Secretary considers the quality of project services of the proposed project. In determining the quality of the project services, the Secretary considers the following factors:

(a) 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. (10 points)
(b) 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 practices among the recipients of those services. (10 points)
(c) 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. (10 points)

4. Adequacy of Resources (20 points)

The Secretary considers adequacy of resources of the proposed project. In determining the adequacy of resources, the Secretary considers the following factor:

(a) The potential for continued support for the project after Federal funding ends, including as appropriate, the demonstrated commitment of appropriate entities to such support. (20 points)

Part 5: Budget Narrative

This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

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

This section requires an **itemized budget breakdown** requires an itemized budget breakdown that covers the full 18 months of the grant and the basis for estimating costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures.

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. 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.

Important Notes

- Applicants are encouraged to review OMB Circular A-21, *Cost Principles for Educational Institutions* (codified at 2 CFR 220); OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* (codified at 2 CFR 225); or OMB Circular A-122, *Cost Principles for Nonprofit Organizations* (codified at 2 CFR 230) in preparing their budget and budget narrative.
- OMB Circular A-21 may be found at the following link:
  http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
- OMB Circular A-87 may be found at the following link:
  http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
- OMB Circular A-122 may be found at the following link:
  http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

Suggested Guidelines for the Budget Narrative

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of the each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.

To facilitate the review of your Budget Narrative, we encourage each applicant to include the following information for each year of the project:

1. Personnel

- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

2. Fringe Benefits

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

3. Travel

- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

4. Equipment

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

5. Supplies

- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

6. Contractual

- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide the cost per contractor.

- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide a brief statement that you have followed the procedures for procurement under 34 CFR Parts 74.40 - 74.48 and Part 80.36.
- Provide the basis for cost estimates or computations.

7. Construction

- Not applicable.

8. Other

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = $500, postage = $750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs

- The amount that is the sum of expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant)
- Note: remember to provide a copy of the most recent approved indirect cost agreement in the Other Attachments form section of the application.

11. Training and Stipends

- Please provide total cost for training (if applicable).
- Please provide total cost for training stipends.

12. Total Costs

- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project (up to 18 months).

Important Information Regarding Indirect Costs

The Department of Education (ED) reimburses a grantee for part of its indirect costs incurred in projects funded by the Grants to States for School Emergency Management Program (CFDA 84.184Q).

For this grant competition, you may charge indirect costs using the restricted negotiated rate with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Be sure to include evidence of a federally negotiated indirect cost rate.

Note: Applicants should use the appropriate program or operations rate specified in their institution's federally-approved indirect cost rate agreement in their proposed project budgets. Individuals who apply for any grant competition through ED are not allowed to budget for an indirect cost rate. If you budget for contractual services, please note that indirect costs may be applied only to the first $25,000 of each subcontract for each year of the project.

You are encouraged to give priority to direct services to students by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain competitive advantage if you do.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, ED will establish a temporary indirect cost rate for your project (i.e., 10 percent of the direct salaries and wages included in the budget for the project). Grantees will be allowed to draw at the temporary rate during the first 90 days after ED made the grant, as determined by the date of the Grant Award Notification. If a grantee does not submit an indirect cost rate proposal to its cognizant agency within that first 90 days, the grantee will not be allowed to draw any more funds for indirect costs until it obtains a federally recognized indirect cost rate from its cognizant agency. For more information about indirect cost rates, visit www.ed.gov/about/offices/list/ocfo/intro.html.

Part 6: Other Attachment Form

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

- ❑ **Executive Order 12372**: You must attach a copy of the Single Point of Contact transmittal letter.

- ❑ **Indirect Cost Rate Agreement**: You must attach a copy of the indirect cost rate agreement.

Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in Grants.gov, and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- ❑ Assurances for Non-Construction Programs (SF 424B Form)
- ❑ Disclosure of Lobbying Activities (SF LLL Form)
- ❑ Certification Regarding Lobbying (ED 80-0013 Form)
- ❑ General Education Provisions Act (GEPA) Requirements – Section 427

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Instructions for Meeting the General Education Provisions Act (GEPA) Section 427 Requirements

All applicants for new awards **must** include information in their applications to address this new provision in order to receive funding under this program.

Section 427 **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.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

A general statement of an applicant's nondiscriminatory hiring policy is **not** sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Please review the Notice to all Applicants (included in the electronic application package in Grants.gov) for further information on meeting the provisions in the Department of Education's General Education Provisions Act (GEPA).

Applicants are **required** to address this provision by attaching a statement (not to exceed three pages) to the **ED GEPA427 form** that is included in the electronic application package in Grants.gov.

Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact (SPOC) process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants_spoc

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# 84.184Q, U.S. Department of Education, room 7E200, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. ***Do not send applications to the above address.***

Not all states have chosen to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located in a State that does not have a SPOC, you may send application materials directly to the Department as described in the *Federal Register* notice.

Reporting and Accountability

Successful Applicants with multi-year grants must submit an **annual performance report** demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.

At the end of the project period, applicants will also be required to submit a **final performance report**.

Under the Government Performance and Results Act of 1993 (GPRA), the Department has established the following performance measure to evaluate the overall effectiveness of the Grants to States for School Emergency Management Program:

The GPRA measure for this program is:

1. **The number of LEAs with high-quality EOPs at the start of the grant compared to the number of LEAs with high-quality EOPs at the end of the grant.**

The GPRA measures constitute the way in which the Department will measure the success of this initiative. Consequently, applicants for a grant under this program should give careful consideration to this measure in developing their projects, and particularly to how they will collect and report data for these measures. Grantees will be expected to collect and report data to the Department in their annual performance report and final performance reports (www.ed.gov/fund/grant/apply/appforms/ed524b_coverfill.pdf and www.ed.gov/fund/grant/apply/appforms/ed524b_statusfill.pdf).

We will aggregate data provided by grantees for this GPRA measure and use the data for a variety of purposes, including developing future budget proposals and improving the performance of the program. We also will share this performance data with Congress, and may publish results from individual grants to illustrate how grant sites are making progress toward program objectives.

Applicants must provide baseline data for their GPRA measures as part of their finalreport. Please use the most recent data available and indicate the year in which the data was collected. For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

Legal and Regulatory Information

Notice Inviting Applications

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Grants to States for School Emergency Management Program

AGENCY: Office of Elementary and Secondary Education, Department of Education

ACTION: Notice

Overview Information:

Grants to States for School Emergency Management Program

Notice inviting applications for new awards for fiscal year (FY) 2014.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.184Q.

Dates:

Applications Available: May 23, 2014.

Deadline for Transmittal of Applications: July 7, 2014.

Deadline for Intergovernmental Review: September 5, 2014.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Grants to States for School Emergency Management Program provides grants to State educational agencies

(SEAs) to increase their capacity to assist local educational agencies (LEAs) by providing training and technical assistance in the development and implementation of high-quality school emergency operations plans (EOPs).

Background:

A 2007 report from the Government Accountability Office (GAO) notes that while 85 percent of LEAs have requirements for emergency management planning and 95 percent have written emergency management plans, the content within these plans varies.[5] For example, according to the GAO report, some LEA plans included federally recommended practices and procedures for all hazards, while other LEA plans did not. Also, according to the GAO report, many school district officials said that they experience challenges in planning for emergencies and some school districts face difficulties in communicating and coordinating with first responders.

In 2013, President Obama proposed a comprehensive plan, "Now is the Time," to protect our children and communities by reducing gun violence, making schools safer, and increasing access to mental health services, including grants to States to help their school districts develop and implement emergency

5 "Most School Districts Have Developed Emergency Management Plans, but Would Benefit from Additional Federal Guidance," GA0-07-609, June 2007. Available at http://www.gao.gov/new.items/d07609.pdf.

management plans.[6] The Grants to States for School Emergency Management Grant Program also was included in the President's FY 2014 budget request, and Congress provided funding for the new program in the Department of Education Appropriations Act, 2014.

The elements of the Now is the Time (NITT) plan to make our schools safer include a focus on improving emergency operations plans, to which this program responds, as well as proposals for new comprehensive school safety programs, more nurturing school climates, and new investments to help schools address pervasive violence. High-quality school EOPs make our schools safer by supporting efforts to prevent, protect against, mitigate, respond to, and recover from all hazards, both natural and man-made.

In order to develop and implement high-quality EOPs, LEA staff must have access to training and technical assistance on developing, implementing, and refining their plans. SEAs can play a critical role in providing the necessary training and technical assistance to LEAs.

Generally SEAs share with their LEAs information about applicable laws and mandates about school emergency management planning; and make resources available so that LEAs can fulfill their obligations. For example, SEAs may provide training,

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6 Available at: http://www.whitehouse.gov/sites/default/files/docs/wh_now_is_the_time_full.pdf

resources, tools, and information to support school safety and security, including emergency management planning. SEAs may also work with other State agencies or organizations to provide emergency management services to LEAs.

Priority and Requirements: We are establishing this priority and the application and program requirements for the FY 2014 grant competition and any subsequent year in which we make awards from the list of unfunded applications from this competition, in accordance with section 437(d)(1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1).

Absolute Priority: This priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Expand the capacity of State educational agencies (SEAs) to provide training and technical assistance to local educational agencies (LEAs) for the development and implementation of high-quality school emergency operations plans (EOPs).

Under this priority, those SEAs that currently have limited internal capacity regarding the development and implementation of high-quality EOPs must propose to first expand their internal SEA capacity before providing such training and technical assistance to LEAs.

SEAs that provide evidence of current internal capacity (e.g. currently have EOP subject matter experts on staff and comprehensive and up-to-date state EOP resources) may propose to immediately provide or expand such training and technical assistance to LEAs.

Program Requirements: If an applicant is awarded a grant under this program, it must meet the following requirements:

(1) Provide an established point of contact (e.g., person or office) for school emergency management issues and submit that information to the U.S. Department of Education (Department) no later than the project start date;

(2) Provide training and technical assistance to LEAs that result in adoption of best practices for developing and implementing school EOPs including, but not necessarily limited to, those provided in the *Guide for Developing High-Quality School Emergency Operations Plans*)[7];

7 Available at: http://rems.ed.gov/EOPGuides. Plans must comply with the Americans with Disabilities Act (ADA), among other prohibitions on disability discrimination, across the spectrum of emergency management services, programs, and activities, including preparation, testing, notification and alerts, evacuation, transportation, sheltering, emergency medical care and services, transitioning back, recovery, and repairing and rebuilding. Plans should include students, staff, and parents with disabilities. Among other things, school emergency plans must address the provision of appropriate auxiliary aids and services to ensure effective communication with individuals with disabilities (e.g., interpreters, captioning, and accessible information technology); ensure individuals with disabilities are not separated from service animals and assistive devices, and can receive disability-related assistance throughout emergencies (e.g., assistance with activities of daily living, administration of medications); and comply with the law's architectural and other requirements. (Information and technical assistance about the ADA is available at http://www.ada.gov.)

(3) Provide training and technical assistance to LEAs on developing or enhancing memoranda of understanding with community partners (e.g., local government, law enforcement, public safety or emergency management, public health, and mental health agencies); and

(4) Provide training and technical assistance to LEAs on the implementation of the National Incident Management System (NIMS). Information about current NIMS requirements for States may be accessed at: http://www.fema.gov/national-incident-management-system.

Application Requirements: The following requirements apply to all applications submitted under this competition. The applicant must provide a plan that includes the following:

(1) Information on: (a) training, technical assistance, and resources the applicant currently provides to LEAs on emergency management; and (b) the proposed number of LEAs, including rural LEAs that might not otherwise have full access to school emergency management training and resources, that would receive training and technical assistance resulting in the development and implementation of high-quality school EOPs under the applicant's proposal.

(2) A strategy for improving the applicant's: (a) capacity to provide training and technical assistance to LEAs, including rural LEAs that might not otherwise have full access

to school emergency management training and resources, resulting in the development and implementation of high-quality school EOPs; and capacity to address the unique needs of students, staff, and visitors with disabilities and other access and functional needs; (b) existing training and technical assistance activities for LEAs; (c) availability of emergency management resources; and (d) alignment of emergency management training, technical assistance, and resources with emergency management planning at the Federal, State, and local levels.

(3) Identification of a process for the coordination and sustainability of support that will be provided to LEAs so that they can continue to improve their schools' EOPs beyond the period of Federal financial assistance.

Definitions: We are establishing the definitions for acceptable, adequate, complete, compliant, feasible, high-quality school emergency operations plan (EOP), mitigation, prevention, protection, recovery, response, rural LEA, technical assistance, and training in this notice for the FY 2014 grant competition and any subsequent year in which we make awards from the list of unfunded applications from this competition, in accordance with section 437(d)(1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1). The remaining definitions are from 34 CFR 77.1(c), 20 U.S.C. 7801(30), and 48 U.S.C. 1921(f)(1)(B)(viii).

These definitions are:

Acceptable means the plan meets the requirements driven by a threat or hazard, meets cost and time limitations, and is consistent with the law.

Adequate means the plan identifies and addresses critical courses of action effectively; can accomplish the assigned function; and the assumptions are valid and reasonable.

Complete means the plan

- Incorporates all courses of action to be accomplished for all selected threats and hazards and identified functions;
- Integrates the needs of the whole school community;
- Provides a complete picture of what should happen, when, and at whose direction;
- Estimates time for achieving objectives, with safety remaining as the utmost priority;
- Identifies success criteria and a desired end state; and
- Conforms with the planning principles outlined in the *Guide for Developing High-Quality School Emergency Operations Plans*.

Compliant means the plan complies with applicable State and local requirements because these provide a baseline that facilitates both planning and execution.

Feasible means the school can accomplish the assigned function and critical tasks by using available resources within the time contemplated by the plan, and that the plan explains where or how the district and school will obtain the resources to support the execution of a course of action or to meet a requirement established in the plan.

High-Quality School Emergency Operations Plan (EOP) means a comprehensive emergency operations plan that encompasses the five mission areas -- (1) prevention, (2) protection, (3) mitigation, (4) response, and (5) recovery -- and that is (a) adequate, (b) feasible, (c) acceptable, (d) complete, and (e) compliant.[8]

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

LEA means a local educational agency as defined by section 9101(26) of the ESEA.

Outlying areas means the United States Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands.

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8 Derived from: (1) Presidential Policy Directive 8, available at https://www.dhs.gov/presidential-policy-directive-8-national-preparedness ; and (2) the *Guide for Developing High-Quality Emergency Operations Plans,* available at http://rems.ed.gov/EOPGuides.

Prevention means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is also the action schools take to prevent a threatened or actual incident from occurring; and includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism, and it includes preventing imminent threats.

Protection means the capabilities to secure schools against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

Recovery means the capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment.

Response means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Rural LEA means an LEA with one of the following district locale codes as assigned by the National Center for Education Statistics' Common Core of Data: Code 33 (Remote Town); Code 41 (Fringe Rural); Code 42 (Distant Rural); and Code 43 (Remote Rural). LEA locale codes may be obtained by searching the

Common Core of Data database at: http://nces.ed.gov/ccd/districtsearch/.

SEA means a State educational agency as defined by section 9101 (41) of the Elementary and Secondary Education Act of 1965, as amended (ESEA).

State means any of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico, and each of the Outlying areas as defined in this notice.

Technical assistance means consultations, information, referrals, and other assistance on specific issues, topics, or problems as requested by the LEAs and other stakeholders. The grantee disseminates materials collected, developed, adapted, and adopted for this assistance. Technical assistance may proceed, follow, or be combined with training activities.

Training means instruction directed toward imparting knowledge, skills, and attitudes supportive of change by engaging, informing, equipping, and motivating trainees toward the development and implementation of plans responsive to the specific need or circumstances of the trainees. Training may consist of various formats (e.g., workshops, seminars, or computer-assisted tutorials).

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed

priorities, requirements, and definitions. Section 437(d)(1) of GEPA (20 U.S.C 1232(d)(1)), however, allows the Secretary to exempt from rulemaking requirements, regulations governing the first grant competition under a new or substantially revised program authority.

This is the first grant competition for this program under the appropriation for Safe Schools and Citizenship Education in the Department of Education Appropriations Act, 2014, Title III of Division H of P.L. 113-76, and section 4121 of the ESEA (20 U.S.C. 7131) and therefore qualifies for this exemption.

In order to ensure timely grant awards, the Secretary has decided to forgo public comment on the priority, requirements, and definitions in this notice under section 437(d)(1) of GEPA. This priority, these requirements, and these definitions will apply to the FY 2014 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition.

Program Authority: 20 U.S.C. 7131; the Department of Education Appropriations Act, 2014, Title III of Division H of P.L. 113-76.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 76, 77, 79, 80, 81, 82, 84, 86, 97, 98, and 99. (b) The Education

Department suspension and debarment regulations in 2 CFR part 3485. (c) The regulations in 34 CFR part 299.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $29,700,000.

Estimated Range of Awards: $ 85,714 to $3,273,301.

Estimated Average Size of Awards: $503,389.

Estimated Number of Awards: 59.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 18 months. Budgets should be developed for a single project period of up to 18 months. No continuation awards will be provided.

Maximum Awards: We will not fund any budget exceeding the following maximum award amount for each eligible applicant. The Department developed these amounts as follows: First, the Department reserved 1 percent ($300,000) for the Bureau of Indian Education (BIE) schools operated by the Department of the Interior. (Those funds are not included within this notice inviting applications for new awards; rather, the Department will transfer them to the BIE under an interagency agreement.) Second, the Department reserved 2 percent ($600,000), and allocated it in equal amounts of $85,714 among each of the 7 Outlying Areas. The Department allocated the remaining

$29,100,000 among the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico on the basis of school-aged (5- to 17-year-old) population data from the U.S. Census Bureau, with a minimum per State award of $250,000.

Alabama	400,269
Alaska	250,000
Arizona	577,218
Arkansas	252,562
California	3,273,301
Colorado	436,746
Connecticut	293,237
Delaware	250,000
District of Columbia	250,000
Florida	1,432,228
Georgia	886,937
Hawaii	250,000
Idaho	250,000
Illinois	1,098,371
Indiana	569,748
Iowa	257,314
Kansas	254,602
Kentucky	360,964
Louisiana	392,400

Maine	250,000
Maryland	478,177
Massachusetts	506,167
Michigan	826,376
Minnesota	453,370
Mississippi	264,604
Missouri	500,485
Montana	250,000
Nebraska	250,000
Nevada	250,000
New Hampshire	250,000
New Jersey	732,350
New Mexico	250,000
New York	1,512,831
North Carolina	814,371
North Dakota	250,000
Ohio	962,047
Oklahoma	330,034
Oregon	306,922
Pennsylvania	986,909
Puerto Rico	312,619
Rhode Island	250,000
South Carolina	382,946

South Dakota	250,000
Tennessee	532,643
Texas	2,464,627
Utah	307,907
Vermont	250,000
Virginia	658,271
Washington	557,940
West Virginia	250,000
Wisconsin	472,509
Wyoming	250,000
Guam	85,714
Virgin Islands	85,714
American Samoa	85,714
Commonwealth of the Northern Mariana Islands	85,714
Republic of Palau	85,714
Federated States of Micronesia	85,714
Republic of the Marshall Islands	85,714

III. Eligibility Information

1. Eligible Applicants: SEAs.

Note: Consistent with the definitions in this notice, eligible applicants include SEAs in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the United States

Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands. Eligible applicants may collaborate informally or contract with other agencies to provide services to LEAs, including agencies such as:

- A State school safety center;
- The State Emergency Management Agency; and
- The State Homeland Security Department.

2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

3. Other:

a. Participation by Nonpublic School Students and Teachers. Applicants are required to provide for the equitable participation of nonpublic school students, their teachers, and other educational personnel in nonpublic schools located in the State served by the grant. In order to ensure that grant program activities address the needs of nonpublic schools, the applicant must engage in timely and meaningful consultation with nonpublic school officials during the design and development of the program. This consultation must take place before any decision is made that affects the opportunities of eligible nonpublic school students, teachers, and other educational personnel to participate.

In order to ensure equitable participation of nonpublic school students, teachers, and other educational personnel, an applicant must consult with private school officials on school emergency management issues such as: threats and hazards unique to nonpublic schools in the State, training needs, and existing EOPs and school emergency management resources already available to the nonpublic schools.

b. Administrative Direction and Control. Administrative direction and control over grant funds must remain with the grantee.

c. Limitation on Applications. The Department will accept only one application per SEA.

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs).

To obtain a copy via the Internet, use the following address: www.ed.gov/fund/grant/apply/grantapps/index.html. To obtain a copy from ED Pubs, write, fax, or call the following: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.EDPubs.gov or at its e-mail address: edpubs@inet.ed.gov.

If you request an application from ED Pubs, be sure to identify this competition as follows: CFDA number 84.184Q.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer disc) by contacting the person listed under Accessible Format in section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Page Limit: The application narrative is where you, the applicant, provide the project narrative and management plan to address the selection criteria that reviewers use to evaluate your application. The required budget and budget narrative will be provided in a separate section. You must limit the application narrative to the equivalent of no more than 50 pages, using the following standards:

- A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles,

headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the page limit does apply to all of the application narrative section.

Our reviewers will not read any pages of your application that exceed the page limit.

3. Submission Dates and Times:

Applications Available: May 23, 2014.

Deadline for Transmittal of Applications: July 7, 2014.

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: September 5, 2014.

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management (SAM): To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central Contractor Registry (CCR)), the Government's primary registrant database;

c. Provide your DUNS number and TIN on the application; and

d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one-to-two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov before you can submit an application through Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also, note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: http://www2.ed.gov/fund/grant/apply/sam-faqs.html.

In addition, if you are submitting 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 at the following Grants.gov Web page: http://www.grants.gov/web/grants/register.html.

7. Other Submission Requirements:

Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Grants to States for School Emergency Management Program, CFDA number 84.184Q, must be submitted electronically using the Governmentwide Grants.gov Apply site. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for Grants to States for School Emergency Management competition at www.Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.184, not 84.184Q).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, will not accept your application if it is received—that is, date and time stamped by the Grants.gov system—after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.
- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the

application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You also can find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department’s G5 system home page at http://www.G5.gov.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on 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.

- You must upload any narrative section and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an

interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material. Additional, detailed information on how to attach files is in the application instructions.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You

must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the

Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because––

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to

the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and email or fax your statement to: Amy Banks, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E117, Washington, DC 20202-6450. FAX: (202) 453-6716.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184Q)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.184Q)

550 12th Street, SW.
Room 7039, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your applications to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 of EDGAR and are listed in the application package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying

out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. The may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR

75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measure: The Department has established the following Government Performance and Results Act of 1993 (GPRA) performance measure for the Grants to States for School Emergency Management program:

1. The number of LEAs with high-quality EOPs at the start of the grant compared to the number of LEAs with high-quality EOPs at the end of the grant.

VII. Agency Contact

For Further Information Contact: Amy Banks, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E117, Washington, DC 20202-6450. Telephone: (202) 453-6704 or by e-mail: Amy.Banks@ed.gov.

If you use a TDD or a TTY, call the Federal Relay Service, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: www.gpo.gov/fdsys. At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: http://www.federalregister.gov.http://www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Deborah S. Delisle,
Assistant Secretary for
Elementary and Secondary Education.

Program Statute

Elementary and Secondary Education Act of 1965, as amended

Title IV, Part A, Subpart 2, Section 4121 – Federal Activities

(a) Program Authorized—From funds made available to carry out this subpart under section 4003(2), the Secretary, in consultation with the Secretary of Health and Human Services, the Director of the Office of National Drug Control Policy, and the Attorney General, shall carry out programs to prevent the illegal use of drugs and violence among, and promote safety and discipline for, students. The Secretary shall carry out such programs directly, or through grants, contracts, or cooperative agreements with public and private entities and individuals, or through agreements with other federal agencies, and shall coordinate such programs with other appropriate federal activities. Such programs may include:

1) the development and demonstration of innovative strategies for the training of school personnel, parents, and members of the community for drug and violence prevention activities based on State and local needs;
2) the development, demonstration, scientifically based evaluation, and dissemination of innovative and high quality drug and violence prevention programs and activities, based on State and local needs, which may include-
    a) alternative education models, either established within a school or separate and apart from an existing school, that are designed to promote drug and violence prevention, reduce disruptive behavior, reduce the need for repeat suspensions and expulsions, enable students to meet challenging State academic standards, and enable students to return to the regular classroom as soon as possible;
    b) community service and service-learning projects, designed to rebuild safe and health neighborhoods and increase students' sense of individual responsibility
    c) video-based projects developed by noncommercial telecommunications entities that provide young people with models for conflict resolution and responsible decision-making; and
    d) child abuse education and prevention programs for elementary and secondary students;
3) the provision of information on drug abuse education and prevention to the Secretary of Health and Human Services for dissemination;
4) the provision of information on violence prevention and education and school safety to the Department of Justice for dissemination;
5) technical assistance to chief executive officers, State agencies, local educational agencies, and other recipients of funding under this part to build capacity to develop and implement high-quality, effective drug and violence prevention programs consistent with the principles of effectiveness in section 4115(a);
6) assistance to school systems that have particularly severe drug and violence problems, including hiring drug prevention and school safety coordinators, or assistance to support appropriate response efforts to crisis situations;
7) the development of education and training programs, curricula, instructional materials, and professional training and development for preventing and reducing the incidence of crimes and conflicts motivated by hate in localities most directly affected by hate crimes;
8) activities in communities designated as empowerment zones or enterprise communities that will connect schools to community-wide efforts to reduce drug and violence problems; and
9) other activities in accordance with the purpose of this part, based on State and local needs.
(b) Peer Review—The Secretary shall use a peer review process in reviewing applications for funds under this section.