U.S. DEPARTMENT OF EDUCATION

Office of Innovation and Improvement
Washington, D.C. 20202-5960

Fiscal Year 2010

APPLICATION FOR GRANTS
UNDER THE
TEACHING AMERICAN HISTORY PROGRAM

(CFDA NUMBER: 84.215X)

Form Approved
OMB No. 1894-0006
Expiration Date 09/30/2012

CLOSING DATE: March 22, 2010

Table of Contents

Dear Teaching American History Program Applicant:

Thank you for your interest in the Teaching American History (TAH) program. Your interest in applying for a grant under this program comes at an important time in the effort to ensure that U.S. history teachers have access to high-quality professional development.

There is compelling evidence that improving the level of content knowledge for history teachers is a major factor in improving history education for students at the elementary and secondary school levels. The purpose of the TAH program is to provide resources to assist local educational agencies (LEAs) to improve the content knowledge of U.S. history teachers in order for them to offer effective instruction in their classrooms. LEAs, which are local school districts, are the only eligible applicants for the TAH grant.
LEAs must partner with one or more of the following entities:

- An institution of higher education
- A non-profit history or humanities organization
- A library or museum

Please review the entire application package carefully before preparing and submitting your application. The Notice Inviting Applications for Fiscal Year (FY) 2010 has one absolute priority and two invitational priorities. You must respond to the absolute priority and may respond to the invitational priorities. No points are attached to the invitational priorities. In addition, the Selection Criteria have changed from those published in FY 2009. The application package includes a copy of the FY 2010 Notice and all the forms and instructions that you will need to apply for a FY 2010 TAH grant.

Our web site (www.ed.gov/programs/teachinghistory) includes specific directions to apply for this grant. All responses to Selection Criteria should be aligned with your application's goals and objectives. When reviewing the criteria, please consider that this application designates 35 of the total of 125 points to the Project Quality criterion. In responding to this criterion, the proposed history content should be clearly documented. The partnership with other institution(s) should be fully described. Applicants should include a memorandum of understanding or detailed letters of commitment from the partner(s) in an appendix to the application narrative. If consortia members are included, there should be letters of support from the consortia members. The application also designates 35 points for the Project Design criterion, which should be carefully reviewed. In responding to the Need for Project criterion, information on the U.S. history content need of the teachers you propose to serve should be presented. When presenting this information, applicants should reference the Note under the Need for Project criterion.

The U.S. Department of Education is requiring that applications for FY 2010 grants under the TAH program be submitted electronically using the

Electronic Grant Application System (e-Application) accessible through the Department's e-Grants website. You are urged to acquaint yourself with the e-Applications system. A more thorough discussion of the e-Application requirements is included in this application package. E-Applications is accessible through the Department's e-Grants website portal page at:

http://e-grants.ed.gov

Please read the important section entitled "E-Application Submission Procedures and Tips for Applicants," which explains the submission procedures and provides tips you need to be aware of to ensure your application is received in a timely and acceptable manner.

The application must be submitted on or before the deadline date. **The deadline is, March 22, 2010, at 4:30:00 P.M. Washington, D.C. time.** Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Notice Inviting Applicants and qualify for one of the exceptions to the electronic submission requirement.

If you desire further information concerning this program or the application process, please contact me in writing at the U.S. Department of Education, Office of Innovation and Improvement, Teaching American History Program, 400 Maryland Avenue, S.W., Room 4W206, Washington, D.C., 20202-5960. You may also contact me at 202-205-9085 or by e-mail at

TeachingAmericanHistory@ed.gov.

Applicants are encouraged to review the Frequently Asked Questions (FAQs) on the TAH website.

Again, thank you for your interest in the Teaching American History program and your commitment to helping American history teachers.

Sincerely,

Alex Stein, Ph. D.
Teaching American History Program
Team Leader

E-Application Submission Procedures

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
e-Application Submission Procedures and Tips for Applicants
http://e-grants.ed.gov

To facilitate your use of e-Application, this document includes important application preparation and 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. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION
Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: http://www.ed.gov/news/fedregister/announce/index.html. Additional information on the Department's of Education's grant programs can be found at http://www.ed.gov/about/offices/list/ocfo/grants/grants.html.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page http://e-grants.ed.gov/, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - **Add Application Package to your Start Page**. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - **Begin the Application**. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - **Fill out Forms**. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - **Upload File(s) for Narrative Responses**. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - **Verify Information/Print Application**. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 - **Submit your Application**. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 - **Fax the signed SF 424 Cover Page (or Program Specific Cover Page)**. Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at http://e-grants.ed.gov.

Other Submission Tips

1) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 P.M. Washington, D.C. time on the deadline date, the e-Application system will not accept it.

2) 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. Washington, D.C. time, 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.)

3) 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.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Also, do not upload any password protected files to your application.

2. 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 you keep your file names to less than

50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

3. 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. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

Competition Highlights

1. **<u>Submission and Application Deadline</u>:**

   Teaching American History applications must be received on or before **March 22, 2010**. Please note that U.S. Department of Education grant application deadlines are 4:30:00 P.M. Washington, D.C. time. Late applications <u>will not be accepted</u>. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

   All Teaching American History applications submitted for FY 2010 must be submitted electronically using the Department's e-Application system (http://e-grants.ed.gov). You are urged to acquaint yourself with the requirements of e-Application early. A more thorough discussion is included in this application package.

2. **<u>Priorities:</u>**

   The 2010 TAH competition includes one absolute priority and two invitational priorities. The response to these priorities should be attached as a separate document within the Program Narrative. The response to the priorities is not included in the 50-page suggested limit. The priorities are as follows:

   a. <u>Absolute Priority</u>: We consider only applications that meet this priority. This priority is the following: **Partnerships with other agencies or institutions.** Each applicant LEA must propose to work in collaboration with one or more of the following:
      - An institution of higher education
      - A non-profit history or humanities organization
      - A library or museum

   b. <u>Invitational Priorities</u>: No additional points may be awarded to an application that meets one or more of these priorities. The two invitational priorities are listed below:

   1. **<u>Applications that provide for the development and dissemination of grant products and results through Open Educational Resources (OER)</u>.**
      OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use or repurposing by others. This invitational priority encourages applications that describe how the applicants will make their TAH grant products and resources freely available online, in an effort to share traditional

American history content, proven teaching strategies, and lessons learned in implementing TAH projects with the wider community of history educators.

Note: Each applicant addressing this priority is encouraged to include plans for how the applicant will disseminate resources, for example through a website that is freely available to all users. Each of these applicants is also encouraged to include plans specifying how the project will identify quality resources, such as lesson plans, primary source activities, reading lists, teacher reflections, and video of quality traditional American history teaching and student learning in action, for presentation to the wider community.

2. **Applications that provide for the collection and use of student work and achievement data.**
   This invitational priority encourages projects that collect and use student work and achievement data to assess the impact of teacher participation on student learning and for continuous program improvement.

   Note: A goal of this program is to improve the quality of instruction of traditional American history in K-12 schools. Our purpose for establishing this priority is to support the collection and use of student work and achievement data that demonstrate increased or improved knowledge and understanding of traditional American history content by participating teachers and their students. *T*he applicant is encouraged to address how its proposed professional development strategy will significantly improve both history teachers' abilities to teach traditional American history content and student performance with regard to traditional American history.

These priorities are explained in detail in the Notice Inviting Applications contained in this application package. You are urged to fully review the Notice Inviting Applications carefully before preparing your application.

3. **New Selection Criterion:**

   The 2010 competition includes a new selection criterion, Quality of the Project Design worth up to 35 points.

4. **Application Review Process:**

   The 2010 competition will be conducted using a two-tier review process. All eligible applications will be reviewed and scored on the first four selection criteria: Project Quality, Quality of the Project Design, Need for Project, and Quality of the Management Plan. Only applications that score highly on the first four selection criteria will then have the final selection criterion, Quality of the Project Evaluation, reviewed and scored.

5. **<u>Grant Funding Period</u>**: Up to 60 months.

We anticipate that initial awards under this competition will be made for a three-year (36-month) period.

Applicants may apply for a project period of up to 60 months (5 years). For each year of the requested period, applicants will submit a plan for grant activities and detailed budget narrative. For applicants applying for the full 60-month period, the amounts requested per year for years 4 and 5 should be comparable to the amounts requested per year for years 1-3. In addition, applicants will complete one budget summary form using Form 524. The budget narrative and summary will be attached in the Budget Narrative Attachment Form.

Contingent upon the availability of funds and each grantee's substantial progress towards accomplishing the goals and objectives of the project as described in its approved application, we may make continuation awards to grantees for the remaining 24 months of the program. Review of each grantee's progress may include consideration of evidence of promising practices and strong evaluation design. Further, contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2010 from the list of unfunded applicants from this competition.

6. **<u>Project Evaluation Requirements</u>**:

Due to general government accountability requirements, the Department places a strong emphasis on program-level evaluation, including promoting rigorous, scientifically based evaluation methods at the individual project (grantee) level. This focus on evaluation includes not only looking at program results, but also examining the need for a program, in addition to its design, implementation, and efficiency. Data gathered from grantee reports are used by Federal staff to assess a program’s success in meeting its goals. <u>Therefore, it is critical that prospective applicants have a complete and accurate understanding of reporting requirements before applying for a grant.</u>

For the TAH program specifically, the primary goal is to raise student achievement by improving teachers’ knowledge, understanding, and appreciation of traditional American history. Grant awards assist LEAs, in partnership with entities that have extensive content expertise, to develop, document, evaluate, and disseminate innovative, cohesive models of professional development. By helping teachers develop a deeper understanding and appreciation of traditional American history as a separate subject matter within the core curriculum, these projects improve instruction and raise student achievement.

Under GPRA, the Department is using the following performance measures to evaluate the success of the TAH program in meeting this goal.

- **GPRA Performance Measure 1**: The average percentage change in the scores (on a pre-post assessment of American history) of participants who complete at least 75 percent of the professional development hours offered by the project. The test or measure will be aligned with the TAH project and at least 50 percent of its questions will come from a validated test of American history.

- **GPRA Performance Measure 2**: The percentage of TAH participants who complete 75 percent or more of the total hours of professional development offered. Grantees will be expected to provide data on the two measures.

Grantees must provide data on and respond to the two GPRA performance measures on their annual and final performance reports describing project designs that include a teacher assessment in the content area of American history.

The data provided by grantees in their reports will be compiled and analyzed by the Department to obtain a better understanding of the TAH program's success in meeting program goals as articulated in the statute and the GPRA performance measures. These data will be shared with Congress and other Federal agencies tasked with Federal program oversight and may be used in future decision-making regarding program policy, operations, and funding.

Supplemental Information

General Information

The following information supplements the information provided in the "Dear Applicant" letter and the Notice Inviting Applications.

A. Eligible Applicants

Local Educational Agencies (LEAs or school districts), including charter schools that are considered LEAs under state law and regulations, working in partnership with one or more of the following entities:

- An institution of higher education
- A non-profit history or humanities organization
- A library or museum

B. Criteria for Funding

All applicants for grants under the TAH program will be evaluated using all statutory and application requirements and selection criteria and priorities as reflected in the relevant Federal Register notices.

C. Application Review Process for Awards

Panels of non-federal reviewers will review and score each application. The 2010 competition will use a two-tier review process. Panels of history and professional development experts will review all eligible applications on the first four selection criteria. Applications that score highly on the first four selection criteria will then have the final criterion, Quality of the Project Evaluation, reviewed and scored by a panel of evaluation experts. Each reviewer will prepare a written evaluation of the application and assign points for the relevant selection criteria.

D. Selection of Grantees

The Secretary will select an application for funding based on the authorizing statute and selection criteria. The Secretary may also consider other relevant information, including an applicant's past performance and compliance history, when evaluating applications and in making funding decisions, in accordance with 34 CFR 75.217 (d)(3)(ii) and (iii).

E. Applicant Funding

The maximum award for the first three years of the grant, regardless of a grantee's project period, is $500,000 for LEAs with enrollments of less than 20,000 students; $1,000,000 for LEAs with enrollments of

20,000 - 300,000 students; and $2,000,000 for LEAs with enrollments above 300,000 students.

LEAs may form consortia and combine their enrollments in order to receive a grant reflective of their combined enrollment. For districts applying jointly as a consortium, the maximum award is based on the combined enrollment of the individual districts in the consortium. If more than one LEA wishes to form a consortium, they must follow the procedures for group applications described in 34 CFR 75.127 through 34 CFR 75.129 of the Education Department General Administrative Regulations (EDGAR).

F. Page Limit

Applicants are strongly encouraged to limit the application narrative and appendices to the equivalent of no more than 50 pages. The 50-page limit does not apply to required forms and assurances.

G. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new TAH grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

H. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants. All applicants (successful and unsuccessful) will receive copies of reviewers' scores and comments for reference purposes.

I. Performance Reports

1. All TAH grantees must submit annual and final project performance reports using the ED 524B form and the e-Grants electronic reporting system. The e-Grants reporting system may be accessed at http://e-grants.ed.gov**.**

The ED 524B form may be accessed at http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

2. The ED 524B form contains four sections. The *Executive Summary* provides an overview of your grant. *Section A* is for project objectives and performance measures, *Section B* is for budget information, and *Section C* is for additional information and/or changes to the grant.

3. If grantees are unable to submit their reports electronically, they may submit a hard copy of these reports to their assigned program officer by the required date. These performance reports will assist TAH staff in determining whether or not the TAH project is making substantial progress toward meeting the approved project objectives. Project directors will be responsible for submitting annual and final project performance reports. Project directors are reminded to report on the following each year. In parentheses, you will find the section in which you should include this information on the ED 524B form:

- GPRA Measures (Section A)
- Number of LEAs actually served each year (Exec. Summary)
- Number of teachers served each year (Exec. Summary)
- Specific grade levels of teachers served each year (Exec. Summary)
- Percent at which project objectives have been met (Section A)

J. TAH Program Contact Persons

For program-related questions and assistance, please contact:

Program Officers: Alex Stein, Margarita Meléndez, or Bonnie Carter

Address: Teaching American History Program
U.S. Department of Education
400 Maryland Avenue, S.W., Room 4W206
Washington, D.C. 20202-5960

Telephone: (202) 205-9085/260-3548/401-3576

Fax: (202) 401-8466

E-mail Addresses: teachingamericanhistory@ed.gov

For technical and e-Application related questions and assistance, please contact:

e-Grants Help Desk
Telephone: (888) 336-8930
Hours: Monday – Friday, 8:00 A.M. – 6:00 P.M. EST

K. Frequently Asked Questions (FAQs)

The Teaching American history website provides a list of Frequently Asked Questions and their answers. You may view these at http://www.ed.gov/programs/teachinghistory/faq.html.

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DEPARTMENT OF EDUCATION

Office of Innovation and Improvement

Overview Information

Teaching American History Grant Program

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.215X.

Dates:

Applications Available: January 21, 2010.

Deadline for Notice of Intent to Apply: February 22, 2010.

Deadline for Transmittal of Applications: March 22, 2010.

Deadline for Intergovernmental Review: March 21, 2010

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Teaching American History Grant (TAH) Program supports projects that aim to raise student achievement by improving teachers’ knowledge, understanding, and appreciation of traditional American history. Grant awards assist local educational agencies (LEAs), in partnership with entities that have extensive content expertise, in developing, implementing, documenting, evaluating, and disseminating innovative, cohesive models of professional development. By helping teachers to develop a deeper understanding and appreciation of traditional American history as a separate subject within the core curriculum, these programs are intended to improve instruction and raise student achievement.

Priorities: This competition includes one absolute priority and two invitational priorities that are explained in the following paragraphs.

Absolute Priority: In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 2351 of the Elementary and Secondary Education Act of 1965, as amended (ESEA) (20 U.S.C. 6721(b)). For FY 2010 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.

This priority is:

Partnerships with Other Agencies or Institutions.

Each applicant LEA must propose to work in partnership with one or more of the following:

- An institution of higher education.
- A non-profit history or humanities organization.
- A library or museum.

Invitational Priorities: For FY 2010 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

1. Applications that provide for the development and dissemination of grant products and results through Open Educational Resources (OER). OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use or repurposing by others. This invitational priority encourages applications that describe how the applicants will make their TAH grant products and resources freely available online, in an effort to share traditional American history content, proven teaching strategies, and lessons learned in implementing TAH projects with the wider community of history educators.

Note: Each applicant addressing this priority is encouraged to include plans for how the applicant will disseminate resources, for example through a website that is freely available to all users. Each of these applicants is also encouraged to include plans specifying how the project will identify quality resources, such as lesson plans, primary source activities, reading lists, teacher reflections, and video of quality traditional American history teaching and student learning in action, for presentation to the wider community.

2. Applications that provide for the collection and use of student work and achievement data. This invitational priority encourages projects that collect and use student work and achievement data to assess the impact of teacher participation on student learning and for continuous program improvement.

Note: A goal of this program is to improve the quality of instruction of traditional American history in K-12 schools. Our purpose for establishing this priority is to support the collection and use of student work and achievement data that demonstrate increased or improved knowledge and understanding of traditional American history content by participating teachers and their students. The applicant is encouraged to address how its proposed professional development strategy will significantly improve both history teachers' abilities to teach traditional American history content and student performance with regard to traditional American history.

Program Authority: 20 U.S.C. 6721.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The notice of final selection criteria and other application requirements for this program, published in the Federal Register on April 15, 2005 (70 FR 19939). (c) The notice of final revisions to selection criteria, published in the Federal Register on December 23, 2008 (73 FR 78761).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $118,952,000.

We anticipate that initial awards under this competition will be made for a three-year (36 month) period.

Contingent upon the availability of funds and each grantee's substantial progress towards accomplishing the goals and objectives of the project as described in its approved application, we may make continuation awards to grantees for the remaining 24 months of the program. Review of each grantee’s progress may include consideration of evidence of promising practice and strong evaluation design. Further, contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2011 from the list of unfunded applicants from this competition.

Maximum Award: The following maximum award amounts are from the notice of final selection criteria and other application requirements for this program, published in the Federal Register on April 15, 2005 (70 FR 19939).

(1) Total funding for a three-year project period is a maximum of $500,000 for LEAs with enrollments of less than 20,000 students; $1,000,000 for LEAs with enrollments of 20,000-300,000 students; and $2,000,000 for LEAs with enrollments above 300,000 students. LEAs may form consortia and combine their enrollments in order to receive a grant reflective of their combined enrollment. For districts applying jointly as a consortium, the maximum award is based on the combined enrollment of the individual districts in the consortium. See section III. Eligibility Information for information on joint applications.

(2) A maximum of one grant will be awarded per applicant per competition.

Estimated Number of Awards: 120-125.

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

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: LEAs, including charter schools that are considered LEAs under State law and regulations, which must work in partnership with one or more of the following entities:

- An institution of higher education.
- A non-profit history or humanities organization.
- A library or museum.

An LEA may form a consortium with one or more other LEAs and submit a joint application for funds. The consortium must follow the procedures for joint applications described in 34 CFR 75.127 through 75.129 of EDGAR.

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

IV. Application and Submission Information

1. Address to Request Application Package: US Department of Education-ED Pubs-NTIS, 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), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: http://edpubs.ed.gov/ or at its e-mail address:

edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.215X.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., Braille, large print, audiotape, or computer diskette) by contacting either one of the two individuals listed under For Further Information Contact in section VII 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 program. Additional information about this competition and the application requirements also can be found at www.ed.gov/programs/teachinghistory/index.html.

Notice of Intent to Apply: The Department will be able to develop a more efficient process for reviewing grant applications if it has a better understanding of the number of entities that intend to apply for funding under this competition. Therefore, the Secretary strongly encourages each potential applicant to notify the Department by sending a short e-mail message indicating the applicant’s intent to submit an application for funding. The e-mail need not include information regarding the content of the proposed application, only the applicant's intent to submit it. The Secretary requests that this e-mail notification be sent to Alex Stein at: teachingamericanhistory@ed.gov.

Applicants that do not provide this e-mail notification may still apply for funding.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. Applicants are strongly encouraged to limit the application narrative and the appendix to a total 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. An application submitted in any other font (including Times Roman or Arial Narrow)

will not be accepted.

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract. However, the page limit does apply to all of the application narrative section (Part III). It also applies to the resumes, the bibliography, and letters of support which should be included in the appendix.

3. Submission Dates and Times:

Applications Available: January 21, 2010

Deadline for Notice of Intent to Apply: February 22, 2010.

Deadline for Transmittal of Applications: March 22, 2010

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department’s e-Grants site. 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. 6. 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 either one of the two individuals listed under For Further Information Contact in section VII in 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: [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This program 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 program.

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

6. Other Submission Requirements: Applications for grants under this program 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 TAH Program--CFDA Number 84.215X must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: http://e-grants.ed.gov.

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.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

• The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

• 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 attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

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

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

(1) Print SF 424 from e-Application.

(2) The applicant’s Authorizing Representative must sign this form.

(3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

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

Application Deadline Date Extension in Case of e-Application Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) E-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

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 e-Application because––

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to e-Application;

and

1. 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 prevents you from using the Internet to submit your application.

2. 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 mail or fax your statement to: Dr. Alex Stein, U.S. Department of Education, 400 Maryland Avenue, SW., room 4W206, Washington, DC 20202. FAX: (202) 401-8466.

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 84.215X)
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 84.215X)
550 12th Street, SW.
Room 7041, 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 grant 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 program are from the notice of final selection criteria and other application requirements published in the Federal Register on April 15, 2005 (70 FR 19939) and from 34 CFR 75.210, as permitted under the notice of final revisions to selection criteria, published in the Federal Register on December 23, 2008 (73 FR 78761). The Department intends to conduct a two-tier review process for this competition. All eligible applications will be reviewed and scored on the first four criteria. Only applications that score highly on the first four criteria will then be reviewed and scored on the fifth criterion, Quality of the Project Evaluation. The Notes following the selection criteria are guidance to help applicants in preparing their applications and are not required by statute or regulations. The selection criteria are as

follows:

(1) Project quality (35 points). The Secretary considers the quality of the proposed project by considering:

(a) The likelihood that the proposed project will develop, implement, and strengthen programs to teach traditional American history as a separate academic subject (not as a component of social studies) within elementary school and secondary school curricula.

(b) How specific traditional American history content (including the significant issues, episodes, and turning points in the history of the United States; how the words and deeds of individual Americans have determined the course of our Nation; and how the principles of freedom and democracy articulated in the founding documents of this Nation have shaped America's struggles and achievements and its social, political, and legal institutions and relations) will be covered by the grant; the format in which the project will deliver the history content; and the quality of the staff and consultants responsible for delivering these content-based professional development activities, emphasizing, where relevant, their postsecondary teaching experience and scholarship in subject areas relevant to the teaching of traditional American history. The applicant may also attach curriculum vitae for individuals who will provide the content training to the teachers.

(c) How well the applicant describes a plan that meets the statutory requirement to carry out activities under the grant in partnership with one or more of the following:

(i) An institution of higher education.

(ii) A non-profit history or humanities organization.

(iii) A library or museum.

(d) The applicant's rationale for selecting the partner(s) and its description of specific activities that the partner(s) will contribute to the grant during each year of the project. The applicant should include a memorandum of understanding or detailed letters of commitment from the partner(s) in an appendix to the application narrative.

Note: The Secretary encourages applicants to describe how the proposed history content addresses traditional American history as discussed in section V. (1)(b) of the Project quality criterion. Applicants are also encouraged to submit a detailed course of study for project participants, including a rationale for selecting the course of study, and a schedule of activities to be carried out. Finally, applicants are encouraged to discuss the role and commitment of each partner and document that each partner has been apprised of the partner’s responsibilities for the project.

(2) Quality of the project design (35 points). In determining the quality of the project design, the Secretary considers:

(a) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework.

(b) The extent to which the proposed activities constitute a coherent, sustained program of training in the field.

(c) The extent to which the proposed project is part of a comprehensive effort to improve teaching and learning and support rigorous academic standards for students.

(d) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

(3) Need for project (20 points). In determining the need for the proposed project, the Secretary considers:

(a) The magnitude or severity of the problem to be addressed by the proposed project.

(b) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

(c) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

Note: The Secretary encourages applicants to provide information on the district's history program, including on the number of teachers, the teachers' qualifications and certifications, the history professional development currently being offered in the district, and student performance in American history class. The applicant is also encouraged to address how its proposed professional development strategy will significantly improve both history teachers' abilities to teach traditional American history content and student performance with regard to traditional American history. The Need for project criterion should address the history content needs of the teachers, not the socioeconomic needs of the teachers or the students they serve.

(4) Quality of the management plan (10 points). The Secretary considers the quality of the management plan for the proposed project. In determining the

quality of the management plan for the proposed project, the Secretary considers the following factors:

(a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(b) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objective of the proposed project.

(c) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

Note: Section 75.112 of EDGAR requires that an applicant (a) propose a project period for the project and (b) include a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each project objective. The Secretary encourages each applicant to address this criterion by including in this narrative, a clear implementation plan that includes annual timelines, key project milestones, and a schedule of activities, as well as a description of the personnel who would be responsible for each activity and the level of effort each activity entails.

(5) Quality of the project evaluation (25 points). The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(a) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

(b) How well the evaluation plans are aligned with the project design explained under the Project quality criterion.

(c) Whether the evaluation includes benchmarks to monitor progress toward specific project objectives, and outcome measures to assess the impact on teaching and learning or other important outcomes for project participants.

(d) Whether the applicant identifies the individual and/or organization that has agreed to serve as evaluator for the project and includes a description of the qualifications of that evaluator.

(e) The extent to which the applicant indicates the following:

(i) What types of data will be collected.

(ii) When various types of data will be collected.

(iii) What methods will be used to collect data.

(iv) What data collection instruments will be developed.

(v) How the data will be analyzed.

(vi) When reports of results and outcomes will be available.

(vii) How the applicant will use the information collected through the evaluation to monitor the progress of the funded project and to provide accountability information about both success at the initial site and effective strategies for replication in other settings.

(viii) How the applicant will devote an appropriate level of resources to project evaluation.

Note: The Secretary encourages each applicant to specify how the project's evaluation plan will address the TAH performance measures established by the Department under the Government Performance and Results Act of 1993 (GPRA). (The specific performance measures established for the overall TAH Program are discussed under Performance Measures in section VI of this notice.) Further, each applicant is encouraged to describe how the applicant's evaluation plan will be designed to collect both output data (e.g., number of teachers participating in a project, number of workshops held) and outcome data (e.g., improvements in teacher classroom practice, increases in student history achievement). Finally, each applicant is encouraged to select an independent, objective evaluator who has experience in evaluating educational programs and who will play an active role in the design and development of the project. For resources on what to consider in designing and conducting project evaluations, go to http://www.whatworkshelpdesk.ed.gov/.

2. Applicant's Past Performance and Compliance History: In accordance with 34 CFR 75.217(d)(3)(ii) and (iii), the Secretary may consider an applicant's past performance and compliance history when evaluating applications and in making funding decisions.

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). We 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: 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 Measures: We have established two performance measures for the TAH Program. The measures are: (1) the average percentage change in the scores (on a pre-post assessment of American history) of participants who complete at least 75 percent of the professional development hours offered by the project. The assessment will be aligned with the content provided by the TAH project, and at least 50 percent of its

questions will come from a validated test of American history, and (2) the percentage of TAH participants who complete 75 percent or more of the total hours of professional development offered. Grantees will be expected to provide data on the two measures.

VII. Agency Contacts

For Further Information Contact: Alex Stein, Margarita Melendez, or Bonnie Carter, U.S. Department of Education, 400 Maryland Avenue, SW., room 4W206, Washington, DC 20202-5960. Telephone: (202) 205-9085, (202) 260-3548, or (202)401-3576 or by e-mail: TeachingAmericanHistory@ed.gov.

If you use a TDD, call the FRS, 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 persons listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: 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) on the Internet at the following site: www.ed.gov/news/fedregister. To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: 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 on GPO Access at: www.gpoaccess.gov/nara/index.html.

Dated:

James H. Shelton III,
Assistant Deputy Secretary for
Innovation and Improvement.

Authorizing Legislation

Elementary and Secondary Education Act of 1965, as amended, by the No Child Left Behind Act of 2001

Title II- Preparing, Training, and Recruiting High Quality Teachers and Principals
Part C- Innovation for Teacher Quality
Subpart 4 -Teaching of Traditional American History

SEC. 2351. ESTABLISHMENT OF PROGRAM.

(a) IN GENERAL- The Secretary may establish and implement a program to be known as the Teaching American History Grant Program', under which the Secretary shall award grants on a competitive basis to local educational agencies —

(1) to carry out activities to promote the teaching of traditional American history in elementary schools and secondary schools as a separate academic subject (not as a component of social studies); and

(2) for the development, implementation, and strengthening of programs to teach traditional American history as a separate academic subject (not as a component of social studies) within elementary school and secondary school curricula, including the implementation of activities —

(A) to improve the quality of instruction; and

3. (B) to provide professional development and teacher education activities with respect to American history.

(b) REQUIRED PARTNERSHIP- A local educational agency that receives a grant under subsection (a) shall carry out activities under the grant in partnership with one or more of the following:

(1) An institution of higher education.

(2) A nonprofit history or humanities organization.

(3) A library or museum.

(c) APPLICATION- To be eligible to receive an grant under this section, a local educational agency shall submit an application to the Secretary at such time, in such manner, and containing such information as the Secretary may require.

SEC. 2352. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this subpart such sums as may be necessary for fiscal year 2002 and each of the 5 succeeding fiscal years.

Instructions for Completing the TAH Application Package

The TAH application will use the following e-Application narrative forms.

- ED Abstract Narrative Attachment Form
- Project Narrative Attachment Form
- Appendix Form
- Budget Narrative Attachment Form

The ED Abstract Narrative Attachment Form should include your one-page project abstract.

The Project Narrative Attachment Form should **first** include the responses to the absolute priority. If applicable, the applicant will then include responses to the invitational priorities. These documents should be properly labeled and placed at the front of the Project Narrative Attachment Form. Finally, the applicant should include responses that address the TAH selection criteria. Responses to the selection criteria and the invitational priorities, if applicable, will be used to evaluate applications submitted for this competition. Applicants should include a Table of Contents that includes all responses to priorities and selection criteria.

The Appendix Form should include the application appendices. Examples may include *curricula vitas* of key personnel, letters of support, examples of evaluation materials, etc. The e-Application system will allow applicants to attach one document in this section.

The Budget Narrative Attachment Form should include **one budget summary and one detailed budget narrative**. Do not include multiple budgets for the LEA and partner. Only one combined budget should be submitted.

NOTE: e-Applications only allows for one document per Attachment form. If you have multiple documents to be attached to the above Attachment forms, you should merge them into one Word, pdf. or rtf. file.

D-U-N-S Number Instructions

All applicants must have a D-U-N-S number in order to apply for federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned D-U-N-S before contacting Dun & Bradstreet

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide**. Live help Monday-Friday 8am-6pm (EST) Dial 1-888-814-1435.**

Note: Electronic submission via Grants.gov must use the D-U-N-S number your organization used when it registered in the Central Contractor Registry.

Instructions for ED Abstract Narrative

Each applicant should submit a one-page abstract. This abstract should be attached to the e-Applications ED Abstract Narrative Attachment Form.

The abstract should include the following items:

- Project title, if applicable
- Goals, objectives, and expected outcomes for the project
- Number of teachers to be served annually and over the life of the TAH grant
- Grade levels of teachers being served
- Name of applicant LEA and other LEAs being served
- Name of major partners
- A 4-5 sentence description of the history content topics covered each year, as well as include the professional development format to be provided to project participants

Instructions for Program Narrative

Applicants will **first** attach responses to the absolute priority. If an applicant chooses, it may then include responses to one or more of the invitational priorities. Finally, applicants will attach responses to the selection criteria to the **Project Narrative Attachment Form**.

Formatting

A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1” margin. Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, captions, as well as all text in charts, tables, and graphs. Use a font that is 12-point or larger. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Other fonts submitted will not be accepted. Applicants are encouraged to limit the program narrative and the appendices to the equivalent of no more than 50 pages. The 50-page limit does not apply to required forms and assurances.

Please include a Table of Contents.

Before preparing the Project Narrative, applicants should review the Dear Applicant Letter, the Federal Register Notice, and program statute for specific guidance and requirements. Please note that “Project Narrative Attachment Form” (found in the e-Application package) is where applicants will attach their narrative responses to the selection criteria that will be used to evaluate applications submitted for this competition.

The Project Narrative should first include, in detail, responses to the absolute priority. If the applicant chooses, the invitational priorities should be addressed next. The response to these priorities should be properly labeled and precede the Project Narrative.

The Project Narrative should also include, in detail, the response that addresses the program selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis in the Notice Inviting Applications for New Awards.

Selection Criteria

To facilitate the review of applications, please provide responses to each of the following selection criteria in the order listed below.

(1) Project quality (35 points).

(2) Quality of the project design (35 points).

(3) Need for project (20 points).

(4) Quality of the management plan (10 points).

(5) Quality of the project evaluation (25 points)

The Selection Criteria is fully explained in the Notice Inviting Applications for New Awards (NIA) found in this application package. Applicants are encouraged to review the NIA and the Selection Criteria before preparing the program narrative.

Instructions for Budget Narrative

Applicants may apply for a project period of up to 60 months (5 years). For each year of the requested period, applicants will submit a plan for grant activities and detailed budget narrative. For applicants applying for the full 60-month period, the amounts requested per year for years 4 and 5 should be comparable to the amounts requested per year for years 1-3. In addition, applicants will complete one budget summary form using Form 524. The budget narrative and summary will be attached in the Budget Narrative Attachment Form.

Please include only ONE detailed budget for your TAH project. This budget should include project costs for the LEA and its partners. DO NOT submit separate budgets for each.

The budget should only include costs that are allowable, reasonable, and necessary for carrying out the objectives of the TAH project. Please consult the listing of allowable grant expenses located under Financial Provisions in the Supplemental Information section.

NOTE: Applicants should detail their budget request using the 12 line item budget categories on the ED 524 Budget Form. For each line item, provide detailed costs (in dollars) and narrative justification to support your request. Make sure all costs are adequately explained as your budget will be thoroughly reviewed by TAH staff. Please check all figures and combined totals and compare the line item budget figures to those used on the ED Form 524 for both Sections A and B.

Please note the following TAH program policy guidelines:

1. Personnel: TAH program policies generally allow for grant funds to be used for administrative personnel, as needed. Substitute teachers should be included under personnel costs.

2. Fringe Benefits: Applicant should use the approved LEA fringe benefit rates.

3. Travel: Applicants may request funds to cover project-related travel.

   NOTE: Applicants should include travel expenses for two (2) staff members, to include the project evaluator, to attend a yearly project directors' conference.

   If planning a field study or travel study, indicate the number of persons traveling, whether they are participants or administrative personnel, where the group is traveling to, and a breakdown of the travel costs. Transportation costs charged to the grant should not exceed economy class fares. All travel must be related to the project objectives and proposed activities.

4. Equipment: Applicants may purchase equipment in order to meet the goals and objectives of the TAH grant. "Equipment" must have an acquisition cost of $5,000 or more per unit. See EDGAR, 34 CFR 80.3 for a fuller definition of "equipment."

5. Supplies: Applicants may request TAH funds to cover the purchase of project-related books, artifacts, and other teaching materials. TAH funds cannot be used to purchase materials for students. An itemized list of supplies and the proposed costs for each should be provided.

6. Contractual: Contractual or consultant costs may include payments to partnering organizations. This may cover partnering personnel and evaluation costs. A detailed breakdown should be provided for how all costs were calculated. If a proper breakdown is not provided, all cost will be questioned.

7. Construction: Not applicable. Leave blank.

8. Other: Other miscellaneous costs may be requested in this section. Examples may include rent for instructional facilities, communication costs, equipment rental, admission fees for site visits, printing costs, or other expenses considered vital to the project's success. A detailed breakdown should be provided for how all costs were calculated.

9. Total Direct Costs: Provide the total direct costs requested.

10. Indirect Costs: Indirect costs are allowable, and applicants should use the approved indirect cost rate for the LEA. (Indirect cost rates for partners should be included under contractual expenses).

    NOTE: If you are requesting indirect cost, you will be asked to submit a copy of your LEA's indirect cost rate agreement.

11. Training Stipends: Applicants may provide stipends to project participants. Applicants should indicate the number of stipends given and the amount per stipend.

12. Total Costs: This is the total of the direct and indirect costs.

Successful applicants are strongly encouraged to draw down grant funds on a regular basis, consistent with Department and LEA regulations.

Instructions for Other Narrative

Applicants will attach any appendices they may have to the e-Application Appendix Form.

Please provide a special Table of Contents for the appendix.

The Appendix Form may also include the résumés of persons providing history expertise and brief staff and evaluator resumes. Needs assessments, letters of support for the program, program testimonials, and any other material deemed necessary to strengthen the application may be included as well.

Mandatory Standard Forms

- **Application for Federal Education Assistance (SF 424)**
- **Department of Education Supplemental Form for the SF 424**
- **Department of Education Budget Summary Form (ED 524)**
- **Disclosure of Lobbying Activities (SF-LLL)**
- **Survey Instructions on Ensuring Equal Opportunity for Applicants**

4. Public reporting burden for this collection of information is estimated to average 60 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 (0348-0043), Washington, DC 20503.
5.
6. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications 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 items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
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 B. Decrease Award **C. Increase Duration D. Decrease Duration** **E. Other (specify)**
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.
5b.	**Federal Award Identifier**: For new applications leave blank. 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 name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.
	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.
	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 the Grants.gov website.

Item	Entry:
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.
12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number 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:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
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 preapplications, attach a summary description of the project.
16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd 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.
17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
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 amount of the change. For decreases, enclose the amounts in

	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		parentheses.
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** 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
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	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 debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
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 with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. 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.)

INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION
FOR SF 424

a. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check **"Yes"** or "**No**" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

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

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

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.

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 Department of Education Supplemental Information For SF 424.")

3a. 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. Insert 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 Department of Education Supplemental Information For SF 424."

3a. 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 page entitled "Definitions for Department of Education Supplemental Information For SF 424

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (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. 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.

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.

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 1890-0017. 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. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260***.

DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424
(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a 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." *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* 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 linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), 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.

(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.

(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.

(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 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. 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 a. and designated exemption numbers(s), provide the "exempt research" narrative. 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 a. you must provide the "nonexempt research" narrative. 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 Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, 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 OMB Standard 424 in the upper right corner of the form (if applicable).

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. Please 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 breakdown 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. (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 or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal 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 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. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. 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.

4. Provide other explanations or comments you deem necessary.

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 follow-up 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 sub awardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub grants 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

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicantÕs (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

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 1890-0014. The time required to complete this information collection is estimated to average five (5) 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 time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

OMB No. 1890-0014 Exp. 02/28/09

Executive Order 12372 Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

You may locate the name and contact information of State Single Point of Contact at:

http://www.whitehouse.gov/omb/grants/spoc.html

General Education Provisions Act (GEPA) Section 427

***ALL APPLICANTS <u>MUST</u> INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Section 427 requires each applicant 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 barriers that can impede equitable access or participation: **gender, race, national origin, color disability,** or **age.** Based on local circumstances, you should determine whether these or other barriers might prevent your teachers, etc. from such access or participation in the federally funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable in your circumstances.

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.

First, applicants must **identify at least one barrier** that would prevent teachers, and other program beneficiaries from participating in grant activities. The statute highlights six types of barriers that can impede access to participation: **gender, race, national origin, color, disability,** or **age**. However, applicants can take a fairly broad view of what constitutes a barrier and may address a barrier that is not among these six. Nor does the barrier have to be related to an applicant's own operation or way of conducting business. The barrier could be an attitude or perception held by people that the grant project is intended to serve. For example, an organization could be free of any discriminatory policies but still have trouble getting immigrant parents involved because these parents are reluctant to work with any official group or agency.

Second, applicants must **explain what they will do to overcome the barrier**.

Here are two examples of identifying a barrier and its solution:

1. **<u>Barrier</u>**—Low-income parents cannot participate in grant activities held in the evening at a local school because they lack babysitting and transportation.
   <u>Solution</u>—Grant money will be spent to carry out a detailed plan (explained within the applicant's GEPA statement) to help the parents overcome their babysitting and transportation difficulties.

2. **<u>Barrier</u>**—Sight impaired students cannot benefit from reading tutors paid for with grant money because the students are unable to use the books available during the tutoring sessions.
   <u>Solution</u>—Grant money will pay for materials in Braille.

***Note**: <u>Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.</u>

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

What are the Performance Measures for the Teaching American History Program?

The goal of the TAH program is to raise student achievement by improving teachers' knowledge, understanding, and appreciation of traditional American history. Grant awards assist LEAs, in partnership with entities that have extensive content expertise, to develop, document, evaluate, and disseminate innovative, cohesive models of professional development. By helping teachers to develop a deeper understanding and appreciation of traditional American history as a separate subject within the core curriculum, these programs improve instruction and raise student achievement

Under the GPRA, the Department will use the following performance indicators to evaluate the success of the TAH program in meeting this goal.

TAH Performance Measure ONE: The average percentage change in the scores (on a pre-post assessment of American history) of participants who complete at least 75 percent of the professional development hours offered by the project. The test or measure will be aligned with the TAH project and at least 50 percent of its questions will come from a validated test of American history.

TAH Performance Measure TWO: The percentage of TAH participants who complete 75 percent or more of the total hours of professional development offered.

Grantees must provide data on and respond to the two (2) GPRA performance measures on their annual and final performance reports. The information provided by grantees in their performance reports will be a source of data used to evaluate these indicators.

Teaching American History Program
FY 2010 Application Checklist

Use this checklist while preparing your application. All items listed on this checklist are required. The list is organized in the same manner that the submitted application should be organized.

Part I: 424 Forms

☐ Application for Federal Assistance - (SF 424)
☐ Department of Education Supplemental Information Form for the SF 424

Part II: 524 Forms

☐ Department of Education Budget Summary Form - (ED 524) – Sections A & B

Part III: Program Narrative

☐ ED Abstract Narrative Attachment Form
☐ Project Narrative Attachment Form
☐ Appendix Attachment Form
☐ Budget Narrative Attachment Form

NOTE: The "ED Abstract Narrative Attachment Form" is where you will attach your project abstract. The "Project Narrative Attachment Form" will include the narrative sections addressing priorities and the program selection criteria that will be used to evaluate applications submitted for this competition.   The "Appendix Form" should include appendices such as *curricula vitas* of key personnel, letters of support, examples of evaluation materials, etc. The "Budget Narrative Attachment Form" is where you will attach a detailed line item budget and any supplemental budget information.   The e-Application system will allow applicants to attach only one document to this section.

Part IV: Assurances and Certifications

☐ GEPA Section 427 Requirement

☐ Assurances – Non-Construction Programs (SF 424B)

☐ Certification Regarding Lobbying (ED Form 80-0013)

☐ Survey on Ensuring Equal Opportunity for Applicants

☐ Disclosure of Lobbying Activities (SF-LLL)

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**. The time required to complete this information collection is estimated to average 60 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. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Mr. Alex Stein, Teaching American History Program, Office of Innovation and Improvement, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 4W206, Washington, D.C. 20202-5960.