

Archived Information

Grants for the Carol M. White Physical Education Program

CFDA # 84.215F

Information and Application Procedures for Fiscal Year 2004

OMB No. 1890-0009

Expiration Date: 6/30/2005

Application Deadline: March 22, 2004



Frequently Asked Questions
Page 21

**U.S. Department of Education
Office of Safe and Drug-Free Schools**

February 4, 2004

Dear Colleague:

Thank you for your interest in applying for a grant under the Carol M. White Physical Education Program. This program is authorized by the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) of 2001. NCLB represents the President's education reform plan and contains four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

The Carol M. White Physical Education Program supports the President's Healthier US Initiative by encouraging students to be physically active every day and eat a nutritious diet. Through this program, we expect that students will learn to understand, improve or maintain their physical well-being and develop lifelong healthy habits. Grantees can use a variety of techniques to encourage students to adopt enduring physical activity and healthy eating practices, including enhancing training opportunities for teachers and staff, implementing evidence-based physical education and nutrition education curricula, and providing new and exciting cooperative skill-building activities for students.

We look forward to receiving your application for support under the Carol M. White Physical Education Program.

Sincerely,

Deborah A. Price
Deputy Under Secretary

Application for Grants
Office of Safe and Drug-Free Schools
Carol M. White Physical Education Program

Table of Contents

I. Government Performance and Results Act	6
II. Tips for Applicants.....	7
III. Information and Requirements	8
A. Background.....	8
State Standards in Physical Education.....	9
Major 2004 Changes.....	10
B. Definitions.....	11
C. Statutory Requirements.....	12
D. Novice Applicants.....	14
IV. Priority and Selection Criteria	15
V. Application Contents.....	18
VI. Frequently Asked Questions.....	21
VII. Application Transmittal Instructions.....	25
VIII. Intergovernmental Review of Federal Programs.....	27
IX. Appendices and Forms	33

Overview

We will award grants under this competition to local educational agencies and community-based organizations, including faith-based organizations, to initiate, expand, or improve physical education programs, including after-school programs, for students in one or more grades from kindergarten through 12th grade in order to help students make progress toward meeting state standards for physical education

Authority

The authority for this program is found in 20 U.S. C. 7261.

Note to Applicants

This is a complete application package for the Carol M. White Physical Education Program. Together with the statute authorizing the program and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document governing this competition is the Closing Date Notice published in the Federal Register on February 4, 2004. This notice also is available electronically at: www.ed.gov/legislation/FedRegister and <http://www.gpoaccess.gov/nara/index.html>.

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition, 84.215F.

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 CFR Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations)
- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 85 (Government wide Debarment and Suspension (Nonprocurement) and Government side Requirements for Drug-Free Workplace Grants)
- 34 CFR Part 86
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)
- 34 CFR 299 (General Provisions)

Eligibility

Eligible applicants are local educational agencies (LEAs) and community-based organizations (CBOs), including faith-based organizations provided that they meet the applicable statutory and regulatory requirements.

Project Period

Projects will be funded for up to 36 months, contingent upon demonstration of substantial progress each year toward meeting project goals and objectives and the availability of appropriations.

Estimated Range of Awards

We estimate that we will make 230 awards. Projects will be funded for approximately \$100,000 to \$500,000 in each year for which funding is requested depending on the scope of the project. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

Application Due Date

All applications must be postmarked on or before March 22, 2004, in order to be eligible for review. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Washington D.C. time on March 22, 2004. Applications may also be submitted electronically through the Department's e-Applications pilot. Applications may not be emailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in e-Applications.

Form Applications

Information submitted in response to the scoring criteria should be specific to the applicant's school, district, or organization and should not be identical or substantially similar to other applications. Identical or substantially similar applications are not responsive to the scoring criteria.

Grantee Meetings

All applicants must budget for yearly attendance of two persons for two meetings -- the project director's meeting (2 days) in the first year of the grant and the OSDFS National Conference (3 days) in years two and three. These meetings will usually be held in Washington, D.C. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, and per diem.

DUNS Number Instructions

Please provide the applicant's D-U-N-S Number. If you do not currently have a D-U-N-S Number you can obtain one 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 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.

NOTE: You must have a DUNS number to receive a grant award.

Paperwork Burden Statement

According to the paperwork Reduction Act of 1995, 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 the information collection is OMB No. 1890-0009. The time required to complete the information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data resources, gather and maintain 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, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW Room 3E318, Washington, DC 20202-6123.

I. GOVERNMENT PERFORMANCE AND RESULTS ACT (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 its 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.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

GOAL 1: Create a culture of achievement.

GOAL 2: Improve student achievement.

GOAL 3: Develop Safe Schools and Strong Character.

GOAL 4: Transform Education into an Evidence-Based Field.

GOAL 5: Enhance the quality and access to Postsecondary and Adult Education.

GOAL 6: Establish Management Excellence.

The Secretary has established the following key performance measures for assessing the effectiveness of the Carol M. White Physical Education Program:

- a) The percentage of students served by the grant actively participating in physical education activities will increase; and
- b) The percentage of students served by the grant who make progress toward meeting state standards for physical education will increase.

These two measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their annual performance reports and in their final report about progress toward these goals. The Secretary will also use this information to respond to reporting requirements concerning this program established in Section 5505(a) of the ESEA.

II. TIPS FOR APPLICANTS

A. Before You Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
 - frequently asked questions in this application package; and
 - grant application technical assistance resources on our Web site at: <http://www.ed.gov/programs/whitephysed/index.html>. Click on “Resources” then, “Grant Application Technical Assistance Resources.”
- Ask questions of the program contact if you don’t understand how to proceed.

B. Preparing Your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program and make sure you demonstrate that your proposed expenditures are necessary to carry out your program. Do not request funds for miscellaneous purposes.

C. Submitting Your Application

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-applications, follow the instructions on the e-Application Web site.

D. What Happens Next?

- In approximately two weeks (depending on the volume of applications) you should receive a postcard from ED’s Application Control Center acknowledging receipt of your application and giving you an assigned number. Please refer to this number if you need to contact us about your application.
- OSDFS staff screen each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of peer reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.
- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers.

III. INFORMATION AND REQUIREMENTS

A. Background

Children are increasingly developing habits that lead to unhealthy lifestyles—watching more television, exercising less, and eating less nutritious food and more junk food. Findings from a recent report from the Surgeon General’s Office indicate nearly half of American youths 12-21 years of age are not vigorously active on a regular basis.¹ Although approximately half of all high school students attended physical education classes on one or more days during the week, rates decline by grade; 73% of ninth graders reported attending one or more physical education classes a week compared to 31% of seniors.² In addition, according to the USDA, most young people are not following Dietary Guidelines for Americans recommendations: of U.S. youth aged 6-19, 67% exceed dietary guidelines recommendations for fat intake, 72% exceed recommendations for saturated fat intake. Only 21% of high school students eat the recommended five daily servings of fruits and vegetables (when fried potatoes and potato chips are excluded). As a result of all of these factors, there are twice as many overweight youth (age 6-11) and three times as many overweight adolescents (age 12-19) as there were twenty years ago.³

Evidence consistently shows that people of all ages and sizes, both male and female, benefit from regular physical activity and healthy eating as a way to maintain a proper energy balance, which is necessary for achieving and maintaining a healthy weight. Physical activity and good nutrition reduce the risk of premature mortality in general, and of coronary heart disease, hypertension, colon cancer, and diabetes mellitus in particular, as well as stroke and osteoporosis. Physical activity also improves mental health and is important for the health of muscles, bones, and joints. Through a modest increase in daily activity, most Americans can improve their health and quality of life. For example, for at least 10 million Americans at risk for type 2 diabetes, proper nutrition and physical activity can sharply lower their chances of getting the disease.

In addition to issues of health and wellness, preliminary research indicates a direct link between physical activity and improved academic performance. Studies have found that participation in physical activity increases adolescents’ self esteem, as well as physical and mental health. They also are less likely to be regular or heavy smokers or use drugs or alcohol, and more likely to stay in school, have good conduct, and high academic achievement. Studies also show that good nutrition also enhances school achievement.⁴

According to the Centers for Disease Control and Prevention’s Guide for Community Preventive Services, there is scientific evidence that schools are effective in increasing physical activity

¹ *Physical Activity and Health: A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion: 1996.

² Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Youth Risk Behavior Survey, 2001.

³ Centers for Disease Control and Prevention, National Center for Health Statistics, National Health and Nutrition Examination Survey.

⁴ Benton D and Parker PY. Breakfast, Blood Glucose, and Cognition. *American Journal of Clinical Nutrition*. 1998;67(4)(suppl):772S-778S. See also: Murphy J, Pagano M, Nachmani J, Sperling P, Kane S, and Kleinman RE. The relationship of school breakfast to psychosocial and academic functioning. *Archives of Pediatrics and Adolescent Medicine*. 1998;152:899-907. Meyers AF, Sampson AE, Weitzman M, Rogers BL and Kayne H. School breakfast program and school performance. *American Journal of Disease of Children*. 1989;143:1234-39.

levels among students.⁵ Unlike the competitive focus of physical education a few years ago, today the goals of both health education and physical education focus more on the development of a lifelong healthy lifestyle and positive social and cooperative behaviors – including physical activity, nutrition, and team-building – than on competitive sports. Taken together, these concepts embody what has come to be called the “New PE.”⁶ Evidence-based physical education curricula, when implemented as developed, have been proven to foster and support lifelong physical activity and lifelong healthy lifestyles.

State Standards in Physical Education

In addressing the “New PE,” most states and territories have begun to reassess their minimum physical education requirements, identifying State standards in physical education designed to address the major components of a high quality physical education program by providing all students the opportunity to learn meaningful course content and age-level appropriate instruction. In developing their own standards, states have looked to national and other existing state standards for guidance. State, district, and local-level policies can also support physical education programs.

NOTE: All applications submitted for a grant under this program must describe a plan to help students meet state standards for physical education. If your State does not have standards for physical education, you may select the standards of another State. You may not substitute national standards.

Standards for most States are available at the following link:

www.pelinks4u.org/links/statestandards.htm

The following States are not listed on this site and should be contacted at the following web sites for information on their specific requirements for physical education:

1. Alabama: www.alsde.edu/html/sections/section_detail.asp?section=54&footer=sections
2. Arkansas: www.arkedu.state.ar.us/curriculum/frameworks.html
3. Delaware: www.doe.state.de.us/Standards/PhysEducation/Pecontstnd.pdf
4. Georgia: www.glc.k12.ga.us
5. New Hampshire: www.ed.state.nh.us

The following States currently will have to be contacted directly for their physical education standards:

1. District of Columbia

Dr. Paul Ruiz
Chief Academic Officer
D.C. Board of Education
Telephone: (202) 442-5599

⁵ Guide for Community Preventive Services, physical activity chapter: <http://www.thecommunityguide.org/pa.pa-int-school-pe.pdf>

⁶ National Association for Sport and Physical Education. *Moving Into the Future: National Standards for Physical Education*. St. Louis CV Mosby, 1995.

2. **Maryland**

Ms. Trudy Collier
Director of Curriculum
Maryland Department of Education
Telephone: (410) 767-0341

3. **Ohio**

Ms. Diane Tomer
OAPHERD
Telephone: 1(800) 828-3468

4. **Puerto Rico**

Dr. Jose Altieri
Puerto Rico Department of Education
Telephone: (787) 759-2000 x3369

For a planning tool and self assessment resource for physical activity and healthy eating see the School Health Index at: www.cdc.gov/nccdphp/dash/SHI/index.htm.)

Major 2004 Changes in the Carol M. White Physical Education Program Grants from Previous Years—Length of Grant and Comprehensiveness of Offerings

The Centers for Disease Control and Prevention presented the information in this Background Section to the House Appropriations Committee in FY 2004. The Committee expressed its expectation that funds for this grant program be used to demonstrate high-quality, research-based approaches for incorporating regular physical activity into students' everyday lives and promoting lifelong personal fitness activities and healthy habits." The Committee also expressed its concern "...that the current-funded physical education program is primarily being used to purchase sports equipment for regular school sports and physical education programs and to train school faculty in the use of such equipment." The Committee said, "This is not the intent of these funds. The Committee expects that funds will be used to develop programs that can provide information to states, school districts and other youth organizations on the most effective methods for encouraging all students—not simply those who are already participating in competitive sports—to develop positive attitudes about fitness and increased levels of personal fitness." Further, the Committee encourages grantees to include in their proposals how they will address the dietary aspects of physical fitness in addition to the exercise components.

The Department shares these concerns and, therefore, we are encouraging a major change in the type of grant applications we hope to receive under this competition compared with previous years. The Department is looking to fund more comprehensive programs that demonstrate high-quality, research-based approaches to encouraging lifetime fitness activities and healthy habits. The Department is also looking to fund programs that more comprehensively deal with the six program elements outlined in the legislation (see Program Elements under Section III of this application package). In addition, we are increasing the length of the grant period over previous years. In FY 2004, the Carol M. White Physical Education Program grants will be offered for up to 36 months, allowing more time for grantees to implement high-quality, research-based programs that deal with the physical, dietary, cognitive, behavioral and social aspects of physical fitness.

B. Definitions:

The following definitions apply to this competition.

A local educational agency (LEA) is defined as:

(1) A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for such combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary schools.

(2) The term includes any other public institution or agency having administrative control and direction of a public elementary or secondary school.

(3) The term includes an elementary or secondary school funded by the Bureau of Indian Affairs but only to the extent that such inclusion makes such school eligible for programs for which specific eligibility is not provided to such school in another provision of law and such school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this chapter with the smallest student population, except that such school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs [20 U.S.C. 8011 (18)].

(4) The term includes educational service agencies and consortia of those agencies.

(5) The term includes the State educational agency in a State in which the State is the sole educational agency for all public schools.

Community-based organization (CBO) means a public or private nonprofit organization of demonstrated effectiveness that:

(1) is representative of a community or significant segments of a community; and

(2) provides educational or related services to individuals in the community.

Nonprofit as it applies to an agency, organization or institution, means that it is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

The term novice applicant means any applicant for a grant from the U.S. Department of Education that:

(1) has never received a grant or subgrant under the program from which it seeks funding; ;

(2) 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

(3) has not had an active discretionary grant from the Federal Government in the five years before the deadline date for applications under this program (Carol E. White Physical Education 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, to qualify as a novice applicant a group includes only parties that meet the requirements listed above.

C. Statutory Requirements

Eligible Applicants

Eligible applicants for this program are local educational agencies (LEAs), and community-based organizations (CBOs), (including faith-based organizations that meet the definition of CBO). Examples of community-based organizations include Boys and Girls Clubs, Boy Scouts and Girl Scouts and the Young Men's Christian Association (YMCA) or the Young Women's Christian Association (YWCA).

Program Authorization

The statute authorizes grants to local educational agencies and community-based organizations (which may include faith-based organizations) to pay 90 percent of the first year costs and 75 percent of subsequent year costs of initiating, expanding, and improving physical education programs designed to assist the students in making progress toward meeting State standards for physical education by providing funds for training and education of teachers and staff, and for equipment and support, to enable students in one or more grades kindergarten through 12 to participate actively in physical education activities. Awards may be made to local educational agencies and community-based organizations (such as Boys and Girls Clubs, Boy Scouts, and the Young Men's Christian Association (YMCA) and Young Women's Christian Association (YWCA) to pay the Federal share of the costs of initiating, expanding, and improving physical education programs (including after-school programs) for kindergarten through 12th grade students by—

- (1) providing equipment and support to enable students to participate actively in physical education activities; and
 - (2) providing funds for staff and teacher training and education
- in order to make progress toward meeting State standards for physical education.

Program Elements

A physical education program funded by the Carol M. White Physical Education Program must provide for one or more of the following:

- (1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being.
- (2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental, or social or emotional development of every student.
- (3) Development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle.
- (4) Opportunities to develop positive social and cooperative skills through physical activity participation.
- (5) Instruction in healthy eating habits and good nutrition.
- (6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education

Cap on Administrative Costs

The authorizing statute requires that not more than 5 percent of the grant funds made available to an LEA or CBO under this program in any fiscal year may be used for administrative costs.

Supplement, Not Supplant

Grant funds awarded under this program must be used to supplement and not supplant other Federal, State, and local funds available for physical education activities. Under the supplement not supplant provision, in accordance with Section 75.563 of EDGAR applicants must use a restricted indirect cost rate computed under Sections 75.564-76.569 of EDGAR.

Special Rule

Grant funds made available under this program shall not be used to support extracurricular activities such as team sports and Reserve Officers' Training Corps (ROTC) program activities.

Distribution of Grant Awards

In making awards under this grant program, we will ensure, to the extent practicable, an equitable distribution of awards among applicants serving urban and rural areas. Contingent upon the availability of funds, additional awards may be made in FY 2005 from the rank-ordered list of non-funded applications from this competition.

Matching Requirement

The authorizing statute requires that the Federal share for the total cost of a program for the first year may not exceed 90 percent, and 75 percent for the second and each subsequent year.

The following example shows how to calculate your annual share of the costs:

Year 1:

$$\begin{array}{rcl} \text{Federal Recommended} & & \text{Applicant's Share (\% of)} \\ \text{Amount} & \times & \text{Total cost of project} \\ \hline & & = \text{Required Applicant} \\ \text{Federal Share (\% of the total cost of project)} & & \text{Matching Amount} \end{array}$$

Example: The applicant's required matching amount is 10% of that year's total cost of the project and the amount the applicant wants from OSDFS is \$100,000.

$$\frac{\$100,000 \times .10}{.90} = \$11,111$$

Adding the two amounts together, the total cost of the project is \$111,111. The applicant is required to pay \$11,111 and the Federal government would pay \$100,000.

Years 2 and 3:

$$\begin{array}{rcl} \text{Federal Recommended} & & \text{Applicant's Share (\% of)} \\ \text{Amount} & \times & \text{Total cost of project} \\ \hline & & = \text{Required Applicant} \\ \text{Federal Share (\% of the total cost of project)} & & \text{Matching Amount} \end{array}$$

Example: The applicant's required matching amount is 25 % of the total cost of the project for years 2 and 3, therefore,

$$\frac{\$100,000 \times .25}{.75} = \$33,333.$$

Adding the two amounts together, the total cost of the project in the second and third years is \$133,333 of which the federal share is \$100,000 and the applicant share is \$33,333.

Participation of Students Schooled at Home or in Private Nonprofit Schools

An applicant for funds under this program may provide for the participation of home-schooled students, and their parents and teachers, or students enrolled in private nonprofit elementary schools or secondary schools, and their parents and teachers. Applicants are not required to propose services for these groups.

D. Novice Applicants

Applications submitted by eligible novice entities will be awarded five points in addition to points earned under the selection criteria.

To be eligible to receive consideration as a novice, novice applicants must check "yes" under Item #6 on the Application for Federal Education Assistance (ED Form 424). By checking "yes", applicants certify that they meet the novice applicant requirements in EDGAR.

In case of a group or collaborative effort between eligible parties, in accordance with EDGAR 75.127-75.129, all members of the group must meet the novice applicant definition. By checking the "yes" box for Item #6 on the ED Form 424, the lead agency is certifying that all members of the group meet the novice applicant requirements. Further, in accordance with EDGAR (Section 75.128) all members of the group must enter into an agreement that binds each member of the group to every statement and assurance in the application. A copy of this agreement must be submitted with the application.

Note: 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.

IV. PRIORITY AND SELECTION CRITERIA

A. Statutory Priority

We will award grants to LEAs and CBOs to pay the Federal share of the costs of initiating, expanding, or improving physical education programs (including after-school programs) for kindergarten through 12th grade students by—

- (1) providing equipment and support to enable students to participate actively in physical education activities, and
- (2) providing funds for staff and teacher training and education, in order to make progress toward meeting State standards for physical education.

A physical education program funded under the Carol White Physical Education Program must provide for one or more of the following:

- (1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being.
- (2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental and social or emotional development of every student.
- (3) Development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle.
- (4) Opportunities to develop positive social and cooperative skills through physical activity participation
- (5) Instruction in healthy eating habits and good nutrition.
- (6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education.

B. Selection Criteria

We use the following selection criteria to evaluate applications for new grants under this competition. The maximum score for all of these criteria is 100 points. The maximum score for each criterion is indicated in parentheses. Five points will be awarded to applications submitted by novice entities. These points are in addition to points awarded under each criterion and bring to 105 the total number of points that may be awarded to a novice applicant.

1. Need for project (20 points)

In determining the need for the proposed project the following factor is considered:

- (a) 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 specific gaps or weaknesses we will be looking for are gaps and weaknesses in meeting State standards for physical education. Applicants should clearly identify, by name and number, if appropriate, one or more specific State standards and describe the gaps or weaknesses in their current physical education program relative to specific State standards. We expect

applicants to make a clear link between the gaps identified in their application and the state standards.

2. Significance (20 points)

In determining the significance of the proposed project, we will consider the following factors:

- (a) The likelihood that the proposed project will result in system change or improvement; and
- (b) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

(Note: Under this criterion we will be looking at the applicant's plan to develop, expand, or enhance activities designed to (1) align physical education to State standards; (2) help students understand, improve, or maintain their physical well-being and (3) promote professional development for teachers of physical education. We expect the applicant to respond to this criterion by telling us about the likelihood that the proposed project will result in a system change or improvement and the potential for continued support of the strategy after Federal funding ends, including, as appropriate, the demonstrated commitment of suitable appropriate entities to such support. We encourage the use of community resources to help in the development of a comprehensive plan. For example, the applicant may find that seeking advice from or partnering with state or local sport, physical education, nutrition, or other health organizations, or institutions of higher education may help in the development of a comprehensive plan. It is important for the applicant to describe the integration of new and existing services and activities into a comprehensive approach to benefit students' physical well-being. We will look for the applicant's description of the challenges in meeting their state physical education standards and their comprehensive approach to addressing those challenges in the proposed plan.

As a reminder, we expect applicants will propose comprehensive approaches that do not solely rely on equipment and technology purchases and that address one or more of the six program elements: fitness education and assessment to help students understand, improve, or maintain their physical well-being; instruction in a variety of motor skills and physical activities designed to enhance the physical, mental, and social or emotional development of each students; development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle; opportunities to develop positive social and cooperative skills through physical activity participation; instruction in healthy eating and good nutrition; and opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education.)

3. Quality of the Project Design (35 points)

In determining the quality of the project design, we will consider the following factors:

- (a) The extent to which the proposed activities constitute a coherent, sustained program of training in the field.
- (b) The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice.

(Note: Under this criterion we will be looking at the quality of the applicant’s plan to help students make progress toward meeting State standards for physical education, including the linkage between identified gaps, proposed activities, and State standards.

We expect applicants to address the following issues when responding to the Quality of the Project Design criterion:

- the **comprehensiveness** of the proposed strategy and how it represents an integrated approach that addresses as many as possible of the six program elements—fitness education and assessment to help students understand, improve, or maintain their physical well-being; instruction in a variety of motor skills and physical activities designed to enhance the physical, mental, and social or emotional development of each student; development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle; opportunities to develop positive social and cooperative skills through physical activity participation; instruction in healthy eating and good nutrition; and opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education;
- the **appropriateness** of the approach for the age and developmental levels, gender, and ethnic and cultural diversity of the target population, and how the approach will engage and respond to the needs of the target population;
- the **evidenced-based programs, activities, and services** that comprise the proposed strategy and how they will be implemented; and
- the **coordination** of the proposed strategy with similar or related efforts and the linkages that have been or will be established with other appropriate agencies and organizations providing services to the target population.

4. Quality of the Project Evaluation (25 points)

In determining the quality of the project evaluation, we will consider 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) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

(Note: Under this criterion we will look at the quality of the applicant’s plan to collect reliable data on the performance measures established by the Department for the Carol M. White Physical Education Program and to report on the impact grant funds have had on students’ participation in physical education and progress in meeting state standards. We want to see applicants directly relate their objective performance measures to state standards. Additional performance measures may include impact on teaching practices, impact on student behavior, and impact on student fitness and nutrition assessment measures. Applicants may consider working with partners, such as the local health department, institutions of higher education and/or community based organizations, to evaluate progress.)

V. APPLICATION CONTENTS

A. Preparing the Application

A completed application for assistance under this competition consists of two parts:

- (1) all forms and assurances that must be submitted in order to receive a grant, and
- (2) a detailed narrative description of the proposed project and a detailed narrative of the supporting budget.

B. Organizing the Application

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier.

1. ED Form 424. This is the title page of your application. Make sure that block 4 identifies the number of this competition: CFDA# 84.215F.

2. Table of Contents. Include a one-page table of contents.

3. Program Abstract. Provide a one-page, double-spaced abstract that describes the need to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.

4. Program Narrative. Applicants should provide a program narrative that describes the proposed project, including the goals, objectives and activities. The narrative should address all criteria and all of the factors under each criterion. The narrative section should be limited to **25 typed pages**. The paper size shall be 8 ½ x 11 inches. The pages must be numbered, double-spaced, printed only on one side, with a one inch margin. The font size should be no smaller than 12-point type. It is in the best interest of the applicants to ensure that the narrative section is easily read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.

5. Budget. Use the Budget Information Form (ED Form 524), to prepare a complete budget for the project. Provide amounts for all major budget categories. Do not substitute local expenditure categories. If you will work in partnership with another agency, do not submit budget forms for each entity; only the applicant should submit a Form 524. Planned expenditures by partners should be listed on the 524 under “contractual” or “other,” as appropriate.

6. Budget Narrative. Applicants should provide a detailed explanation for all funds requested on the Budget Form (ED Form 524). Costs should be broken down according to the categories on the budget summary form. Explain the basis used to estimate all costs for each budget category. Provide a detailed explanation for any costs that appear unusual and describe how those costs relate to the proposed activities. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.

Do not substitute local expenditure categories.

C. Assurances

This application package includes the following—Assurances-Non-Construction Programs Certification and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Standard Form 424B, ED 80-013). **By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment, and environmental tobacco smoke.**

D. Appendices

This section should include only supplemental information or required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes; letters of agreement with cooperating entities (if appropriate); summary evaluation results or other materials. **DO NOT** include budget or program narrative information in this section. **DO NOT** include your state standards in the appendix. The standards should be thoroughly discussed in the narrative portion of the application.

The following items should be included as appendices to the application.

Equitable Access and Participation

Section 427 of the General Education Provision Act (GEPA) affects applicants under this program. All applicants must include information in their applications to address this provision in order to receive funding under this program.

Section 427 requires each applicant (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers might prevent your students, teachers, etc. from such access to 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 to your circumstances. In addition, the information may be provided in a single narrative, or if appropriate, may be discussed in connection with related topics in the application. Each application should include this description in a clearly identified section of the appendix. It should support the discussion of similar issues in the narrative section of the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use Federal funds awarded to it to eliminate barriers it identifies.

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that the girls may be less likely than boys to enroll in the course might indicate how it intends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Note: A statement about the applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement.

[The paperwork burden for compliance with Section 427 of GEPA is recorded under OMB Control No. 1890-0007 (Expiration Date 9/30/2004). The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions search existing data resources, gather and maintain 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, 20202-4651.]

Forms

The following forms are required in all applications and are included in this package:

- Application for Federal Education Assistance (**ED Form 424**)
- Budget Information Form (**ED Form 524**)
- Assurances - Non-Construction Programs (**Standard Form 424B**)
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (**ED Form 80-0013**)
- Disclosure of Lobbying Activities (**Standard Form LLL**)
- Lower Tier Covered Transactions (**ED Form 80-0014**)

Forms may be photocopied. Forms are also available electronically from the following Web site: <http://www.ed.gov/GrantApps/>.

Other Attachments

Other attachments are not encouraged. Supplemental materials such as videotapes, CD-ROMs, files on disks, commercial publications, press clippings, and testimonial letters will not be reviewed and will not be returned to the applicant.

VI. FREQUENTLY ASKED QUESTIONS

MAJOR CHANGES FROM PREVIOUS YEARS – LENGTH OF GRANT AND COMPREHENSIVENESS OF OFFERINGS

1. What are the major changes in this grant over previous years?

There are **two major changes** in this grant over previous years: the length of the grant, and our desire to fund more comprehensive programs dealing with the six program elements outlined in the legislation.

The **length of the grant** is changed. In 2004 this grant will be offered as a **three-year grant**. In the past, only one-year grants were offered. Another change is our desire to fund **more comprehensive grants**—ones that include multiple program elements as outlined in the legislation (see the six program elements in section 5503 (b)). We want to encourage the submission of (and we hope to fund) more comprehensive projects that deal with more aspects of health and fitness, including nutrition. In the past, we have funded applications that appear to have concentrated mainly on providing school districts with new equipment and some training for teachers and other faculty. In the current competition our desire is to fund a broader spectrum of activities that can result in much more comprehensive and effective projects--not projects that are narrowly focused on one thing, such as more equipment.

2. What are the program elements applicants should address?

Applicants should design their projects to address the multiple program elements listed in the legislation including comprehensively addressing fitness, health and nutrition. A physical education program funded by the Carol M. White Physical Education Program must provide for one or more of the following:

- (1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being.
- (2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental, or social or emotional development of every student.
- (3) Development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle.
- (4) Opportunities to develop positive social and cooperative skills through physical activity participation.
- (5) Instruction in healthy eating habits and good nutrition.
- (6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education.

3. Our LEA wants to develop a more comprehensive program that includes both physical activity and good nutrition. We don't have a nutritionist on staff. May we partner with our local health department or other health organizations to provide nutrition information to students?

YES. We encourage applicants to develop collaborative partnerships with a host of community resources and to combine the various expertise as well as the staff and funds to enhance program offerings and to accomplish common goals encouraged by the Carol White Physical Education Program.

4. While our PE teachers do the majority of our physical activity instruction, other teachers, such as our health teachers and our biology teachers, provide information about nutrition, energy intake and expenditures, and anatomy and physiology. May we use grant funds to send them to training programs?

YES

5. We're applying for a three-year grant. Could we choose to focus on physical activity in the first year, and nutrition education in the second, or do we have to do everything simultaneously?

YES, you may choose to phase in various components of the program over time; you need not implement all aspects of the program in the first year of the grant.

6. The application package lists six possible program elements that grantees can address. Is it acceptable for our LEA's proposed program to only address one or two of these elements?

YES. Although we are encouraging applicants to propose comprehensive projects during this year's competition, we understand that every locale has different needs and different constraints. Note, however, to be eligible to be considered for a grant, an application under the Carol M. White Physical Education Program must address at least one of the six program elements.

STATE CONTENT STANDARDS

7. If my State does not have physical education content standards what should I do?

If your State does not have content standards for physical education, you must use the content standards for another State. Be sure to identify in your application the State whose standards you are using and why you chose that State's standards. You may not use national standards because the legislative language for this program (under section 5504.A.) requires a submission to address State standards.

NEEDS ASSESSMENT

8. May I use national data to support the need for a grant in my district?

NO. Needs assessments must be based on identified needs of the specific target population to be served by the grant and must link to gaps and weaknesses in meeting your State's standards.

USE OF GRANT FUNDS

9. Is there any legislative restriction on how grant funds may be used?

YES. Section 5503(c) states that “For the purposes of this subpart, extracurricular activities, such as team sports and Reserve Officers’ Training Corps (ROTC) program activities, shall not be considered as part of the curriculum of a physical education program assisted under this subpart.”

10. Can I use the funds for construction, to build a gymnasium or other facility (i.e. swimming pool, tennis courts, tracks, or other fields) or to purchase land, a building or other facility ?

NO. Facilities construction (such as tennis courts, volleyball courts, basketball courts, swimming pools, gymnasiums, and other permanent structures) is not an allowable expense.

11. Do I have to get bids for goods and services under this grant?

You are required to follow your organization’s established procurement procedures. If you are unclear about those procedures, consult your organization’s business or finance office.

12. What kind of "equipment" may I purchase with these funds?

Under this program you may purchase durable goods designed for use either for programs or staff training or other purposes directly associated with the 6 program elements listed in the program legislation. This would include such things as science-based curriculum and items that encourage or support individual physical activity.

ELECTRONIC APPLICATION

13. How does one submit a signed face sheet (and other required forms) as part of the electronic application submission?

If you are submitting an electronic application, you are required to fax the signed face page and the required assurances to the Department of Education in accordance with the instructions listed elsewhere in this application package.

REQUIRED MATCH

14. Does the in-kind match have to be cash? What types of resources may be used as the required match?

No. The matching requirement may be met by using other non-Federal resources such as donated staff time or salary for the Project Director to perform administrative oversight of this project. Another example of an acceptable match is the cost of substitutes while teachers are being trained. Note that the salaries of current PE teachers may not be used to satisfy the matching requirement. Discounts on equipment purchases may not be used to satisfy the matching requirement.

15. Are Community and Faith-Based Organizations required to provide the non-Federal match?

Yes. All applicants are required to provide the non-Federal match.

ELIGIBILITY

16. May I submit an application on behalf of my local school or does it have to be submitted by the district?

Eligible applicants are local educational agencies and community-based organizations. Applications submitted by individual schools will not be read.

17. Under what circumstances may a grant application that is submitted for funding under this competition be deemed ineligible for review?

Reasons that grant applications are deemed ineligible for review include, but are not limited to: (a) failure to meet the statutory priority, (b) failure to address State standards, (c) the application was submitted by an ineligible entity, (d) failure to provide the required non-Federal match.

EVALUATION

18. We don't have any evaluation expertise on our LEA's staff. Can we hire an outside evaluator using grant funds?

YES.

AMOUNT OF GRANT

19. Is there a minimum or maximum amount that may be requested to support a project?

No. Although the application package includes an estimated range of awards, an applicant should request the amount needed to support the goals, objectives and scope of the proposed project, including detailed justification for that amount.

DUPLICATE APPLICATIONS

20. May I use another district's application as a model for my submission?

Information submitted in response to the scoring criteria must be specific to your district or organization, therefore, we strongly discourage the use of form or model applications. Identical or substantially similar applications are not responsive to the scoring criteria and may not be rated highly enough to receive funding.

VII. APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

An original and two copies of an application for an award must be mailed or hand-delivered by the application deadline date unless it is submitted electronically.

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Eastern Time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Eastern Time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Eastern Time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Applications Delivered by Mail

Applications sent by mail must be addressed to:

**U.S. Department of Education
Application Control Center
Attention: (CFDA Number)
Room 3671
Regional Office Building 3
400 Maryland Avenue, SW.
Washington, D.C. 20202-4725**

Applicants 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 U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service

Applicants should note that 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.

If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 708-9493. You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

If your application is late, we will notify you that we will not consider the application.

Applications Delivered by Hand/Courier Service

An application that is hand-delivered must be taken to:

**U.S. Department of Education
Application Control Center
Room 3671
Regional Office Building 3
7th & D Streets, SW.
Washington, D.C. 20202-4725**

The Application Control Center accepts deliveries daily between 8:00 a.m. and 4:30 p.m. (Eastern Time), except Saturdays, Sundays and Federal holidays.

The Center accepts application deliveries must use the D Street entrance only. A person delivering an application must show identification to enter the building.

Number of Copies of Applications

All applicants are required to submit one signed original and two copies of their applications (unbound). To expedite our review of your application, you also are requested to submit one additional copy, but are not required to do so and will not be penalized.

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” the follow the instructions for “Applications Delivered by Hand.”

Grant Application Receipt Acknowledgement

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call the U.S. Department of Education’s Application Control Center at (202) 708-9493.

VIII. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on processes for State and local governments for coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing of the Single Point of Contacts for each State is included in this application package. **A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by May 19, 2004, to the following address: The Secretary, EO 12372--CFDA# 84.215F, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30pm (Eastern Time) on May 19, 2004. Please do not send applications to this address.

State Single Points of Contact

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 West 7th Street, Room 412
Little Rock, AR 72203
Phone: 501/682-1074
Fax: 501/682-5206
E-mail: tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, CA 95812-3044
Phone: 916/445-0613
Fax: 916/323-3018
E-mail: state.clearinghouse@opr.ca.gov

DELAWARE

Sandra R. Stump
Executive Department
Office of the Budget
540 South Dupont Highway, 3rd Floor
Dover, DE 19901
Phone: 302/739-3323
Fax: 302/739-5661
E-mail: sandy.stump@state.de.us

DISTRICT OF COLUMBIA

Luisa Montero-Diaz
Office of Partnerships and Grants Development
Executive Office of the Mayor
District of Columbia Government
441 4th Street, NW, Suite 530 South
Washington, DC 20001
Phone: 202/727-8900
Fax: 202/727-1652
E-mail: opgd.eom@dc.gov

FLORIDA

Lauren P. Milligan
Florida State Clearinghouse
Florida Department of Environmental Protection
3900 Commonwealth Blvd., Mail Station 47
Tallahassee, FL 32399-3000
Phone: 850/245-2161
Fax: 850/245-2190
E-mail: lauren.milligan@dep.state.fl.us

GEORGIA

Barbara Jackson
Georgia State Clearinghouse
270 Washington Street, SW
Atlanta, GA 30334
Phone: 404/656-3855
Fax: 404/656-7901
E-mail: gach@mail.opb.state.ga.us

ILLINOIS

Roukaya McCaffrey
Department of Commerce and
Economic Opportunities
620 East Adams, 6th Floor
Springfield, IL 62701
Phone: 217/524-0188
Fax: 217/558-0473
E-mail: roukaya_mccaffrey@illinoisbiz.biz

IOWA

Steven R. McCann
Division of Community and Rural Development
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Phone: 515/242-4719
Fax: 515/242-4809
E-mail: steve.mccann@ided.state.ia.us

KENTUCKY

Ron Cook
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Phone: 502/573-2382
Fax: 502/573-2512
E-mail: ron.cook@mail.state.ky.us

MAINE

Joyce Benson
State Planning Office
184 State Street, 38 State House Station
Augusta, ME 04333
Phone: 207/287-3261, 207/287-1461 (direct)
Fax: 207/287-6489
E-mail: joyce.benson@state.me.us

MARYLAND

Linda C. Janey, JD
Director, Capital Planning and
Development Review
Maryland Department of Planning
301 West Preston Street, Room 1104
Baltimore, MD 21201-2305
Phone: 410/767-4490
Fax: 410/767-4480
E-mail: linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, MI 48226
Phone: 313/961-4266
Fax: 313/961-4869
E-mail: pfaff@semcog.org

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, MS 39201
Phone: 601/359-6762
Fax: 601/359-6758

MISSOURI

Angela Boessen
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, MO 65102
Phone: 573/751-4834
Fax: 573/522-4395
E-mail: igr@mail.oa.state.mo.us

NEVADA

Heather Elliott
Department of Administration
State Clearinghouse
209 East Musser Street, Room 200
Carson City, NV 89701
Phone: 775/684-0209
Fax: 775/684-0260
E-mail: helliott@govmail.state.nv.us

NEW HAMPSHIRE

Jeffrey H. Taylor
Director
New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
2½ Beacon Street
Concord, NH 03301
Phone: 603/271-2155
Fax: 603/271-1728
E-mail: jtaylor@osp.state.nh.us

NEW MEXICO

Ken Hughes
Local Government Division
Room 201, Bataan Memorial Building
Santa Fe, NM 87503
Phone: 505/827-4370
Fax: 505/827-4948
E-mail: khughes@dfa.state.nm.us

NEW YORK

Linda Shkreli
Office of Public Security
Homeland Security Grants Coordination
633 3rd Avenue
New York, NY 10017
Phone: 212/867-1289
Fax: 212/867-1725

NORTH DAKOTA

Jim Boyd
Division of Community Services
600 East Boulevard Avenue, Dept. 105
Bismarck, ND 58505-0170
Phone: 701/328-2094
Fax: 701/328-2308
E-mail: jboyd@state.nd.us

RHODE ISLAND

Kevin Nelson
Department of Administration
Statewide Planning Program
One Capitol Hill
Providence, RI 02908-5870
Phone: 401/222-2093
Fax: 401/222-2083
E-mail: knelson@doa.state.ri.us

SOUTH CAROLINA

SC Clearinghouse
Budget and Control Board
Office of State Budget
1201 Main Street, Suite 950
Columbia, SC 29201
Phone: 803/734-0494
Fax: 803/734-0645
E-mail: clearinghouse@budget.state.sc.us

TEXAS

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, TX 78711
Phone: 512/305-9415
Fax: 512/936-2681
E-mail: dfrancis@governor.state.tx.us

UTAH

Clare Walters
Utah State Clearinghouse
Governor's Office of Planning and Budget
State Capitol, Room 116
Salt Lake City, UT 84114
Phone: 801/538-1555
Fax: 801/538-1547
E-mail: cwalters@utah.gov

WEST VIRGINIA

Fred Cutlip
Director, Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, WV 25305
Phone: 304/558-4010
Fax: 304/558-3248
E-mail: fcutlip@wvdo.org

WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street, 6th Floor
P.O. Box 7868
Madison, WI 53707
Phone: 608/266-0267
Fax: 608/267-6931
E-mail: jeffrey.smith@doa.state.wi.us

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs/
Office of the Governor
Department of Commerce
American Samoa Government
Pago Pago, AS 96799
Phone: 684/633-5155
Fax: 684/633-4195
E-mail: pmgaleai@samoatelco.com

GUAM

Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, GU 96910
Phone: 011-671-472-2285
Fax: 011-671-472-2825
E-mail: jer@ns.gov.gu

NORTH MARIANA ISLANDS

Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Phone: 670/664-2289
Fax: 670/664-2272
omb.jseman@saipan.com

PUERTO RICO

Jose Caballero/Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-1119
Phone: 787/723-6190
Fax: 787/722-6783

VIRGIN ISLANDS

Ira Mills
Director, Office of Management and Budget
#41 Norre Gade Emancipation Garden Station
2nd Floor
St. Thomas, VI 00802
Phone: 340/774-0750
Fax: 340/776-0069
E-mail: irmills@usvi.org

Changes to this list can be made only after OMB is notified by a state's officially designated representative. E-mail messages can be sent to mgrants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: Inquiries about obtaining a federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the CFDA.

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be rejected without any consideration.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service also is available in microfiche on the same Web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access: <http://www.gpoaccess.gov/nara/index.html>. Depository Library location and Federal Register services: http://www.archives.gov/federal_register/index.html.

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register. Questions regarding submission of applications may be addressed to: U.S. Department of Education, Application Control Center, Washington, D.C. 20202-4725.

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFPs are now available on-line for downloading at the following Web site: <http://www.ed.gov/fund/contract/apply/currfp.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371.

In addition, the Commerce Business Daily is available on-line for free at the following Web site: <http://cbdnet.access.gpo.gov>. The Federal Acquisition Regulations are available on-line at the following Web site: <http://www.arnet.gov/far>.

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at 202/708-9493.

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

Department of Education Web site - <http://www.ed.gov>
Office of the Chief Financial Officer Web Page – <http://www.ed.gov/about/offices/list/ocfo/>

D-U-N-S NUMBER INSTRUCTIONS

The D-U-N-S Number is a unique nine-digit number provided by Dun & Bradstreet that does not convey any information about the recipient. A built-in check helps to ensure 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.

If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 800/333-0505 or by completing a D-U-N-S Number Request Form on the Internet at the following Web site: <http://www.dnb.com>.

Note: You must have a D-U-N-S number in order to receive a grant award.

IX. APPENDICES AND FORMS

APPENDIX I

AUTHORIZING LEGISLATION SECTION 5501, PART D, SUBPART 10 TITLE V , ESEA

SUBPART 10—PHYSICAL EDUCATION

SEC. 5501. SHORT TITLE.

This subpart may be cited as the “Carol M. White Physical Education Program”.

SEC. 5502. PURPOSE.

The purpose of this subpart is to award grants and contracts to initiate, expand, and improve physical education programs for all kindergarten through 12th grade students.

SEC. 5503. PROGRAM AUTHORIZED.

(a) AUTHORIZATION—The Secretary is authorized to award grants to local educational agencies and community-based organizations (such as Boys and Girls Clubs, Boy Scouts, and the Young Men’s Christian Association (YMCA) and Young Women’s Christian Association (YWCA) to pay the Federal share of the costs of initiating, expanding, and improving physical education programs (including after-school programs) for kindergarten through 12th grade students by—

- (1) providing equipment and support to enable students to participate actively in physical education activities; and
- (2) providing funds for staff and teacher training and education.

(b) PROGRAM ELEMENTS—A physical education program funded under this subpart may provide for one or more of the following:

- (1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being.
- (2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental and social or emotional development of every student.
- (3) Development of, and instruction in, cognitive concepts about motor skill and physical fitness that support a lifelong healthy lifestyle.
- (4) Opportunities to develop positive social and cooperative skills through physical activity participation
- (5) Instruction in healthy eating habits and good nutrition.
- (6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education

(c) SPECIAL RULE—For the purposes of this subpart, extracurricular activities, such as team sports and Reserve Officers’ Training Corps (ROTC) program activities, shall not be considered as part of the curriculum of a physical education program assisted under this subpart.

SEC. 5504. APPLICATIONS.

(a) **SUBMISSION**—Each local educational agency or community-based organization desiring a grant or contract under this subpart shall submit to the Secretary an application that contains a plan to initiate, expand, or improve physical education programs in order to make progress toward meeting State standards for physical education.

(b) **PRIVATE SCHOOL AND HOME-SCHOOLED STUDENTS**—An application for funds under this subpart may provide for the participation, in the activities funded under this subpart, of--

- (1) students enrolled in private nonprofit elementary schools or secondary schools, and their parents and teachers; or
- (2) home-schooled students, and their parents and teachers

SEC. 5505. REQUIREMENTS.

(a) **ANNUAL REPORT TO THE SECRETARY**—In order to continue receiving funding after the first year of a multiyear grant or contract under this subpart, the administrator of the grant or contract for the local educational agency or community-based organization shall submit to the Secretary an annual report that—

- (1) describes the activities conducted during the preceding year; and
- (2) demonstrates that progress has been made toward meeting state standards for physical education..

(b) **ADMINISTRATIVE EXPENSES**—Not more than 5 percent of the grant funds made available to a local educational agency or community-based organization under this subpart for any fiscal year may be used for administrative expenses.

SEC. 5506. ADMINISTRATIVE PROVISIONS.

(a) **FEDERAL SHARE**—The Federal share under this subpart may not exceed--

- (1) 90 percent of the total cost of a program for the first year for which the program receives assistance under this subpart, and
- (2) 75 percent of such costs for the second and each subsequent such year.

(b) **PROPORTIONALITY**—To the extent practicable, the Secretary shall ensure that grants awarded under this subpart shall be equitably distributed among local educational agencies and community-based organizations serving urban and rural areas.

(c) **REPORT TO CONGRESS**—Not later than June 1, 2003, the Secretary shall submit a report to Congress that—

- (1) describes the programs assisted under this subpart;
- (2) documents the success of such programs in improving physical fitness; and
- (3) makes such recommendations as the Secretary determines appropriate for the continuation and improvement of the programs assisted under this subpart.

(d) **AVAILABILITY OF FUNDS**—Amounts made available to the Secretary to carry out this subpart shall remain available until expended.

SEC. 5507. SUPPLEMENT, NOT SUPPLANT.

Funds made available under this subpart shall be used to supplement, and not supplant, any other Federal, State, or local funds available for physical education activities.

Application for Federal Education Assistance (ED 424)



U.S. Department of Education

Form Approved
OMB No. 1875-0106
Exp. 11/30/2004

Applicant Information

1. Name and Address

Legal Name: _____

Address: _____

City _____

State _____

County _____

ZIP Code + 4 _____

Organizational Unit

2. Applicant's D-U-N-S Number |_____| |_____| |_____| |_____| |_____| |_____| |_____| |_____|

3. Applicant's T-I-N |_____| |_____| - |_____| |_____| |_____| |_____| |_____| |_____|

4. Catalog of Federal Domestic Assistance #: **84.2** | **1** | **5** | **F** |

Title: Carol M. White Physical Education for Progress

5. Project Director: _____

Address: _____

City _____ State _____ Zip code + 4 _____

Tel. #: () _____ - _____ Fax #: () _____ - _____

E-Mail Address: _____

6. Novice Applicant ___ Yes ___ No

7. Is the applicant delinquent on any Federal debt? ___ Yes ___ No
(If "Yes," attach an explanation.)

8. Type of Applicant (Enter appropriate letter in the box.) |_____|

- | | |
|----------------------|--|
| A - State | F - Independent School District |
| B - Local | G - Public College or University |
| C - Special District | H - Private, Nonprofit College or University |
| D - Indian Tribe | I - Nonprofit Organization |
| E - Individual | J - Private, Profit-Making Organization |

K - Other (Specify): _____

Application Information

9. Type of Submission:

- | | |
|------------------------|----------------------|
| <i>-Preapplication</i> | <i>-Application</i> |
| ___ Construction | ___ Construction |
| ___ Non-Construction | ___ Non-Construction |

10. Is application subject to review by Executive Order 12372 process?

- ___ Yes (Date made available to the Executive Order 12372 process for review): ___/___/___
- ___ No (If "No," check appropriate box below.)
- ___ Program is not covered by E.O. 12372.
- ___ Program has not been selected by State for review.

11. Proposed Project Dates: ___/___/___ Start Date End Date

12. Are any research activities involving human subjects planned at any time during the proposed project period?
___ Yes (Go to 12a.) ___ No (Go to item 13.)

12a. Are all the research activities proposed designated to be exempt from the regulations?
___ Yes (Provide Exemption(s) #): _____
___ No (Provide Assurance #): _____

13. Descriptive Title of Applicant's Project:

Estimated Funding

- 14a. Federal \$ _____ .00
- b. Applicant \$ _____ .00
- c. State \$ _____ .00
- d. Local \$ _____ .00
- e. Other \$ _____ .00
- f. Program Income \$ _____ .00
- g. TOTAL \$ _____ .00

Authorized Representative Information

15. To the best of my knowledge and belief, all data in this preapplication/application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

a. Authorized Representative (Please type or print name clearly.) _____

b. Title: _____

c. Tel. #: () _____ - _____ Fax #: () _____ - _____

d. E-Mail Address: _____

e. Signature of Authorized Representative _____

Date: ___/___/___

Instructions for Form ED 424

- 1. Legal Name and Address.** Enter the legal name of applicant and the name of the primary organizational unit which will undertake the assistance activity.
 - 2. D-U-N-S Number.** Enter the applicant's D-U-N-S Number. If your organization does not have a D-U-N-S Number, you can obtain the number 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>.
 - 3. Tax Identification Number.** Enter the taxpayer's identification number as assigned by the Internal Revenue Service.
 - 4. Catalog of Federal Domestic Assistance (CFDA) Number.** Enter the CFDA number and title of the program under which assistance is requested. The CFDA number can be found in the federal register notice and the application package.
 - 5. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
 - 6. 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 Form ED 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.
 - 7. Federal Debt Delinquency.** Check "Yes" if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check "No."
 - 8. Type of Applicant.** Enter the appropriate letter in the box provided.
 - 9. Type of Submission.** See "Definitions for Form ED 424" attached.
 - 10. Executive Order 12372.** See "Definitions for Form ED 424" attached. Check "Yes" if the application is subject to review by E.O. 12372. Also, please enter the month, day, and four (4) digit year (e.g., 12/12/2001). Otherwise, check "No."
 - 11. Proposed Project Dates.** Please enter the month, day, and four (4) digit year (e.g., 12/12/2001).
 - 12. Human Subjects Research.** (See I.A. "Definitions" in attached page entitled "Definitions for Form ED 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 12 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 Form ED 424.")
 - 12a. 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 Form ED 424." Insert this narrative immediately following the ED 424 face page.
 - 12a. 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 Form ED 424." Insert this narrative immediately following the ED 424 face page.
 - 12a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) or Multiple Project Assurance (MPA) 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 face page, 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.
- 13. Project Title.** Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing

project location. For preapplications, use a separate sheet to provide a summary description of this project.

14. Estimated Funding. 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 parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 14.

15. Certification. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. Be sure to enter the telephone and fax number and e-mail address of the authorized representative. Also, in item 15e, please enter the month, day, and four (4) digit year (e.g., 12/12/2001) in the date signed field.

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 **1875-0106**. 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. 20202-4651. **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, 7th and D Streets, S.W. ROB-3, Room 3633, Washington, D.C. 20202-4725

Definitions for Form ED 424

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.

Type of Submission. "Construction" includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). "Construction" also includes remodeling to meet standards, remodeling designed to conserve energy, renovation or remodeling to accommodate new technologies, and the purchase of existing historic buildings for conversion to public libraries. For the purposes of this paragraph, the term "equipment" includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them; and such term includes all other items necessary for the functioning of a particular facility as a facility for the provision of library services.

Executive Order 12372. The purpose of Executive Order 12372 is to foster an intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The application notice, as published in the Federal Register, informs the applicant as to whether the program is subject to the requirements of E.O. 12372. In addition, the application package contains information on the State Single Point of Contact. An applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact. For additional information on E.O. 12372 go to <http://www.cfda.gov/public/eo12372.htm>.

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 which 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 chil-*

dren, 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 12 on the ED 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative and insert it immediately following the ED 424 face page.

A. Exempt Research Narrative.

If you marked “Yes” for item 12 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 12 a. you must provide the “non-exempt research” narrative. The narrative must address the follow-

ing 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. 20202-4248, telephone: (202) 708-8263, and on the U.S. Department of Education’s Protection of Human Subjects in Research Web Site at: www.ed.gov/about/offices/list/ocfo/humansub.html



U.S. DEPARTMENT OF EDUCATION

BUDGET INFORMATION

NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1890-0004

Expiration Date: OMB Approved

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

Name of Institution/Organization	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.	OMB Control Number: 1890-0004 Expiration Date: OMB Approved
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**SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

SECTION C - OTHER BUDGET INFORMATION (see instructions)	OMB Control Number: 1890-0004 Expiration Date: OMB Approved
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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 **1890-0004**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

INSTRUCTIONS FOR ED FORM 524

General Instructions

This form is used to apply to individual U.S. Department of Education 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.

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.

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 - Other Budget Information

Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, 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, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 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 (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held

for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

<p>1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>6. Federal Program Name/Description:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

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 subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State, and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion -- Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, 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 to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

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 **1890-0007**. The time required to complete this information collection is estimated to average 1.5 hours 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:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248.



Survey on Ensuring Equal Opportunity FOR APPLICANTS

Do not enter information below unless instructed to do so.

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: This form is for applicants that are nonprofit private organizations (not including private universities). Please complete it to assist the Federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the Federal grants database.

Instructions for Submitting Survey

If submitting hard copy, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it with your application package.

If submitting electronically, please include the PR Award Number assigned to your e-application in the box above entitled "*Do not enter information below unless instructed to do so.*" Place and seal the completed survey in an envelope and mail it to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, DC 20202-4725.

1. Does the applicant have 501(c)(3) status?

Yes No

2. How many full-time equivalent employees does the applicant have? (*Check only one box.*)

3 or Fewer 15-50
 4-5 51-100
 6-14 over 100

3. What is the size of the applicant's annual budget? (*Check only one box.*)

Less Than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes No

5. Is the applicant a non-religious community-based organization?

Yes No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

Yes No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

Yes No

8. Is the applicant a local affiliate of a national organization?

Yes No

Survey Instructions on Ensuring Equal Opportunity for Applicants

1. 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.
2. 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.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An “intermediary” is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory

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:** 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:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, DC 20202-4725.

For Further Information Contact:

Ann Weinheimer or Pat Rattler
U.S. Department of Education
Office of Safe and Drug-Free Schools
400 Maryland Avenue, SW - 3E308
Washington, D.C. 20202-6450
(202) 260-3954
E-mail: ann.weinheimer@ed.gov
or
pat.rattler@ed.gov

Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) @ 1-800-877-8339 Monday through Friday between 8:00 a.m. and 8:00 p.m. (Washington D.C. Time).

Information about other funding opportunities, including copies of application notices for discretionary grants competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Service (under Announcements, Bulletins, and Press Releases); or on the World Wide Web at <http://www.ed.gov/fund/grant/apply/grantapps/index.html>.

APPLICATION PACKAGE CHECKLIST

APPLICATIONS MUST BE TRANSMITTED NO LATER THAN

March 22, 2004

CHECK:

- _____ The Application Title Page has been completed according to the instructions on the back of the title page.
- _____ The Application Title Page has been **signed and dated by an authorized official** and the signed original has been included with your submission.
- _____ Submit one (1) signed original and two (2) copies of the application. Applicants are requested but not required to submit an additional two (2) copies of the application. **All sections of the application must be suitable for photocopying to be included in the review (at least one copy of the application should be unbound and suitable for photocopying).**

EACH COPY OF THE APPLICATION SHOULD INCLUDE THE FOLLOWING SECTIONS:

The Application

- _____ the title page form
_____ table of contents
_____ narrative
_____ the budget information form
_____ detailed budget justification

The Appendix

- _____ list of project personnel
_____ one-page abstract
_____ GEPA 427
_____ certifications and assurances

ADDRESS AND DEADLINE TRANSMITTAL DATE

U.S. Department of Education
Application Control Center
Attention: **CFDA# 84.215F**
Room 3633, Regional Office Building 3
7th & D Streets, SW
Washington, DC 20202-4725
Telephone: 202-708-9493

All applications must be transmitted March 22, 2004.