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General

What is the deadline date for transmittal of applications under this grant competition?
March 24, 2008.

May I get an extension of the deadline date?
Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described under the section on grants.gov (pages 4-9). Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Secretary announces such a change in a notice published in the Federal Register.

When will grant awards be announced?
We estimate that grants will be announced by July 30, 2008.

Is this a multi-year grant program?
Yes. Projects may be funded for up to 36 months (three budget periods of 12 months each), contingent upon the demonstration of substantial progress each year toward meeting project goals and objectives, and the availability of future funding.

How many new awards will be made?
We estimate that we will make about 112 new awards.

What steps can I take to maximize my chances of receiving a grant?
- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you're uncertain about any aspects of this application package, please first review the Frequently Asked Questions section. Most commonly asked questions are answered in this section. If your questions are not addressed, please contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority or the additional requirements for this grant competition, it will not be considered for funding.
- A panel of three persons from the physical education, school health, student wellness, or child and adolescent development and other fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not permitted to give you "the benefit of the doubt"; therefore, if information is not in your application, reviewers cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification.

- Transmit your application on or before the deadline date of **March 24, 2008**.

This competition has a "supplement, not supplant" provision. What does this mean?

This provision requires that applicants not use grant funding to pay for any services or functions that would be covered as an ordinary function or service. Based on Federal regulations, if a grantee decides to charge indirect costs to a program that has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds, the grantee must use a **negotiated restricted indirect cost rate**. Your organization must submit proof of a **negotiated restricted indirect cost rate** with the application if you are planning to claim indirect costs.

What is an indirect cost rate?

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

If your organization prefers to use all of its grant funds for direct project costs, you are not required to charge the grant for indirect costs. If you wish to recover indirect costs, however, *you must use a **negotiated restricted indirect cost rate** for this competition.* This rate permits grantees to distribute indirect costs across grants so that grantees are able to recover these costs for grant funds.

For more information, please see:
http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html.

How do I obtain a negotiated, restricted indirect cost rate?

Your organization may already have a negotiated, restricted indirect cost rate with a Federal government agency. If your organization has not negotiated this rate in the past, please contact Katrina McDonald with the Department of Education's Indirect Cost Group at 202-377-3838 or Katrina.Mcdonald@ed.gov.

Who in my organization may be able to provide information about our negotiated, restricted indirect cost rate?

If you do not know your negotiated, restricted indirect cost rate, please contact your business office. Please note, you will need to submit proof of this cost rate, such as a signed letter or a page from a state web site.

In most cases, state educational agencies calculate and assign indirect cost rates to their local educational agencies.

For my GEPA 427 statement (see page 74), is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?

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

What should I use as the project start date?

We expect to make awards around June 30th so you may use July 1 as your project start date for the purposes of the application. Should you receive an award and this date is different, you will be asked to adjust your timeline according to the actual start date.

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

Yes. Generally, all procurement transactions by grantees made with Carol M. White Physical Education Program (PEP) grant funds must be conducted in a manner providing full and open competition, consistent with the standards in Section 80.36 of the Education Department General Administrative Regulations (EDGAR). This section requires that grantees use their own procurement procedures (which reflect State and local laws and regulations) to select contractors, provided that those procedures meet certain standards described in EDGAR.

Because grantees must use appropriate procurement procedures to select contractors, generally applicants should not include information in their grant applications about specific contractors that will be used to provide services or goods for the proposed project if a grant is awarded. These requirements are not applicable in the event that the goods or services being procured are available only from a single source.

If a vendor assists an applicant in preparing an application for a grant, and subsequently is interested in providing contract services if the applicant receives a grant award, a close examination of all activities is warranted to ensure that the vendor did not act as an agent of the grantee, that the vendor does not have an organizational conflict of interest in the procurement, and that the requirements for full and open competition have not been violated.

The requirements regarding full and open competition could be violated even if a vendor's participation in the application process was limited. For example, a vendor that provides specifications that are then included in a grant application could have a competitive advantage over other vendors. Applicants for funding should carefully consider the requirements concerning competition contained in EDGAR as they interact with vendors during the application process, and if they are awarded a grant under the program.

EDGAR is available online at:
http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

What is the project and budget period for these grants?
The project period for this grant is three years. Each grant year is considered its own budget period. The application should include a description of the proposed activities for all three years, as well as a budget narrative that includes information about federal **and** non-federal funds for each budget year. Continuation awards are made based on an applicant's ability to demonstrate substantial progress in their required annual performance reports.

What are the formatting requirements for this application?
Please submit your application on 8 ½ x 11 paper with a 1-inch margin on all sides. Limit your narrative to 25 typed double-spaced pages that are numbered and printed only on one side. Please use font no smaller than 11-point type in black text.

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 using 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.

Who do I contact for more information about this grant competition?
Dana Carr, Office of Safe and Drug-Free Schools; (phone) 202-708-5939, (email) dana.carr@ed.gov, 400 Maryland Ave., SW, Room 3E332, Washington, DC 20202.

Electronic Application

How do I submit my grant electronically?
If you would like to submit your grant electronically, please use http://www.grants.gov to do so. Instructions on electronic submission can be found on pages 4-9 of this application package. Please follow the instructions carefully.

Do I have to submit my application electronically?
No, this program does not require electronic submission.

How do I register to submit my grant electronically?
You are required to register on Grants.gov prior to submitting your application, as well as with the Central Contractor Registry. Both of these systems require that you have a valid D-U-N-S number. Registration may take several days or weeks so please begin early. Additional information about registering can be found on page 7 of this application package as well as on http://www.grants.gov.

If I am submitting my application electronically, how should I submit the forms?

If you are submitting an electronic application, you are required to fax the signed forms to the Department of Education in accordance with the instructions listed elsewhere in this application package. After reviewing the instructions, please fax forms to: (202) 260-7767.

Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF 424?
If you are submitting your application electronically via Grants.gov, then you will need to provide these numbers. They can be located on the Grants.gov web site on the application download page and also on the application package page once the package has been downloaded. If you are submitting a hard copy of your application, then you don't need to provide these numbers as they are used strictly for the electronic package submitted via Grants.gov.

Does Grants.gov support the new Microsoft Vista Operating System?
Grants.gov uses two viewer products – Adobe Acrobat Reader and PureEdge – that predate the release of Windows Vista. Adobe Reader 7.0.9 may work with Vista, but Adobe does not fully support this configuration. PureEdge Viewer v.6.0.2 is only compatible with Vista when using a Citrix server connection. Grants.gov is anticipating the release of Adobe Reader 8.1.1 shortly, which will be compatible with Microsoft Vista. Until Adobe Reader 8.1.1 is released, you have two choices: Use an operating system other than Vista or use Citrix, which has been identified as an option for any applicant that is using Vista. The Grants.gov Web site (www.grants.gov/help/general_faqs.jsp#18) has been updated to provide applicants with instructions on how to utilize the Citrix solution.

Does Grants.gov support Word 2007?
The new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC.   If any of the documents included in the application are saved with the .DOCX extension, the entire application will be rejected by Grants.gov. If you have any questions regarding this matter, please e-mail the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

I submitted my application by the deadline via Grants.gov. Am I finished?
No, do not assume that you are finished. If you submit your application via Grants.gov, there is a two-step validation process. Within two days of submitting your grant application, you will receive two e-mail messages. The first e-mail will confirm receipt of your application by the Grants.gov system. The second e-mail will indicate whether your application was successfully validated by the system or if it was rejected due to errors. You should track your application via the Grants.gov system to determine the progress of your application until the system

shows a validated or rejected status or until you have received the e-mail indicating that it has been successfully validated or rejected.

What if I have not received a validation by the closing date?
If you submit your application within two days prior to the application transmittal deadline, you may not receive your validation or rejection notification until after the closing date. We recommend that if you have not received the two e-mail notifications indicating receipt and validation by 4:30:00 pm (Washington, DC time) on the application deadline date, print your application and mail a hard copy of it, adhering to the hard copy application submission procedures and requirements written in this application. For example, cover pages with signatures must be included in hard copy applications and cannot be faxed later.

What are some of the reasons I won't receive a validation from Grants.gov?
- You submitted your application after the application deadline date and time.
- The E-Business Point of Contact at your organization did not respond to the registration e-mail from Grants.gov and authorize you as an Authorized Organization Representative (AOR).
- You did not provide the DUNS number on your application (SF-424 form) that was used when you registered as an AOR.
- You uploaded a file type that is not compatible with Grants.gov.
- You did not fill out all the mandatory fields in the application package.

Additional reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. We also suggest reading all the FAQs on Grants.gov (http://www.grants.gov/help/submit_application_faqs.jsp#10) to provide you with additional information to assist with your submission.

Eligibility

Who is eligible to apply*?*
Eligible applicants for this program are local educational agencies (LEAs), including charter schools that are defined as LEAs in state law, and community-based organizations (CBOs).

May I submit an application on behalf of my local school?
The only eligible recipients are LEAs and CBOs. One of these entities must be the applicant for funding. An application submitted by an individual school will not be considered unless it meets the definition of a local educational agency or community-based organization.

My college or university would like to apply for this grant. Are we eligible?
Colleges and universities should carefully review the definition for the terms "LEA" and "CBO" to determine if they meet either of these definitions. Only

entities that meet the definition of one of these terms may receive funding under this program.

Are charter schools eligible for this program?
Yes, charter schools that are considered LEAs under state law or that meet the definition of the term "CBO" are eligible to apply for funding under this program.

Are Area Educational Districts or other similar entities eligible for this program?
Yes, if these entities are considered LEAS under your State's governance structure, they are eligible to apply for funding under this program.

My organization currently has a PEP grant. Are we eligible to apply for another PEP grant under this competition?
No.

If we are on a no-cost extension for our current PEP grant, may we end early so that we can be eligible to apply this year?
If your PEP grant is scheduled to end after the transmittal date, March 24, 2008, you are not eligible to apply this year for a FY 2008 grant. Your no-cost extension was granted to allow you to finish your program activities, and you will not have adequate time to complete the activities, a final report, and all drawdowns, as well as for OSDFS to close out your grant in the GAPS system before the transmittal date.

What are some of the circumstances that might cause a grant application to be deemed ineligible for review?
An application submitted for funding under this competition will be deemed ineligible for funding if it does not meet the absolute priority, if the applicant does not address their state standards for PE, and/or does not include adequate or allowable matching funds. Applications from ineligible entities or applications that are not on time will not be considered for funding.

Program-Specific Content Questions

What are the program elements that applicants must address?

The applicants must address at least one of the following six components:
  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 skills 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.

Does the applicant need to address all six program elements to be considered eligible for this competition?
No, the applicant is only required to address one of the six elements to be considered eligible for competition. We strongly encourage applicants to address all or most of the components in an effort to create a comprehensive program.

May I only 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. However, you may compare local data to national or state data.

If my state does not have physical education standards, what should I do?
If your state does not have physical education standards, they may pick another state's standards to use.

Am I required to do the School Health Index (SHI) as part of my application?
No, you are not required to do the School Health Index (SHI) as part of your application, though we strongly encourage you to undertake the self-assessment as a method of strengthening your program design by linking planned activities with identified gaps.

Where can I get additional information about the SHI?
You can get more information about the SHI at www.cdc.gov/healthyyouth.

Will this grant pay for hiring staff?
Grant funds can be used to hire a project coordinator or physical education instructors, provided that their functions are above and beyond their normal job functions. This grant has a "supplement and not supplant" provision (see FAQ on this on page 32).

Are we required to hire an external evaluator?
No. You are not required to hire an external evaluator, though this is an allowable expense for this program. Many grantees find this expertise useful. Please note, costs for the external evaluator should be reasonable and commensurate with the scope of the proposed evaluation.

Should we include resumes for key staff?
Yes, if key staff for the project have been identified. Please note, generally, external contractors should not be identified at the time of application, as districts are required to follow their district's policies on bids for goods and services, provided they meet the minimum requirements of those of the US Department of Education.

May staff or community members regularly use equipment purchased with grant funds?
No. The identified target population for this grant is K-12.

Do we need to measure Body Mass Index (BMI) as part of this project?
No. You may include BMI as a performance measure in your project, but it is not required. However, if BMI measurement is undertaken, you should carefully consider the intended use of the data, confidentiality and reporting procedures, and other aspects of data collection as necessary. Some school districts and states are collecting children's BMI but no consensus exists on the utility of BMI screening programs for young people. For more information about BMI screening, please see:
http://www.cdc.gov/healthyyouth/overweight/BMI/index.htm.

Will the PEP grant support implementation of a general health education curriculum?
No. The PEP grant will not support activities that fall outside the scope of the absolute priority. For example, the PEP grant will not support activities related to tobacco use prevention.

Program-Specific Budget Questions

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 a detailed justification for that amount.

May grant funds be used to support professional development activities?
Yes, as long as the activities directly support the purposes of the grant.

Do I need to submit a budget narrative for each year?
Yes, for both Federal and non-Federal funds. For a *sample* PEP budget narrative, please see http://www.ed.gov/programs/whitephysed/applicant.html.

How much detail should be included in the budget narrative?
Please include a per unit cost breakdown for all costs listed and describe in the narrative how each cost links to the goals and objectives of the program. Please

be sure to provide sufficient detail for each item in the budget to clearly justify costs.

Where can I find guidance on developing a budget narrative?
For additional guidance on preparing a budget narrative, please see
http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html.

Is there a match requirement for this program?
Yes. Please see pages 22-23 for more information about this requirement.

Are there certain items that cannot be purchased with grant or matching funds?
Yes, generally. Grant funds cannot be used to purchase food, incentives or prizes, or other items identified by the Office of Management and Budget's (OMB) Cost Principles as unallowable. For more information about OMB's Cost Principles, please see: http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html for LEAs and http://www.whitehouse.gov/OMB/circulars/a122/a122.html for CBOs.

Does the in-kind match have to be in 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 physical education teachers may not be used to satisfy the matching requirement. In addition, discounts on equipment purchases may not be used to satisfy the matching requirement.

May the match include volunteered time or the value of existing equipment?
Yes. If you want to count the value of donated time towards your match, you must include letters of commitment with your application. If you want to include the market value of existing equipment towards your match, you must include in your application documentation as to how the market value was determined.

May the match include the rental value of facilities?
Yes. You may include the cost to rent a facility towards your match if such facility will be used to conduct your program activities, and if you provide evidence that the facility is customarily rented at the cost claimed. Rental fees may not be claimed on classrooms, gymnasiums, pools, or other facilities not normally rented.

Is there a cap on administrative costs?
Yes. Not more than five percent of the grant funds made available to an LEA or CBO may be used for administrative costs.

May I use the funds for construction, such as building a gymnasium or other facility or to purchase land or building or another facility?
No. Facilities construction (such as tennis courts, volleyball courts, basketball courts, swimming pools, gymnasiums, and other permanent structures) is not an allowable expense.

What kinds 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 six program elements listed in the program legislation. This would include such things as science-based curriculum and items to the extent that they support individual physical activity.

May I charge students activity fees?
No. Students may not be charged to participate in activities that are being paid for with grant funds.