

# Grant Competition to Improve Public Knowledge of and Support for Democracy

FY 2007 Information and Application Procedures

**Application Deadline: August 24, 2007**

CFDA #84.304C

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Frequently Asked Questions: Page 18

**Office of Safe and Drug-Free Schools**

<http://www.ed.gov/osdfs>

OMB #1890-0009 Expiration Date: 6/2008



## **UNITED STATES DEPARTMENT OF EDUCATION**

Office of Safe and Drug-Free Schools

Assistant Deputy Secretary

July 2007

Dear Colleague:

Thank you for your interest in the Grant Competition to Improve Public Knowledge of and Support for Democracy (CFDA 84.304C) funded by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

Research has shown that civic engagement is essential for maintaining a representative democracy. In order to preserve our democracy, our schools and communities must become places that produce informed, productive, and engaged citizens.

Effective civic education includes a holistic approach that incorporates the advancement of knowledge, in conjunction with the development of skills and character necessary to sustain and improve democracy.

The purpose of this grant competition is to provide funding support to improve the quality of civic education through the implementation of comprehensive programs that improve public knowledge, understanding, and support of the United States Congress and the State legislatures.

This application package contains the instructions and forms needed to apply for the fiscal year 2007 Grant Competition to Improve Public Knowledge of and Support for Democracy. Please be sure that your application complies with all of the mandates specified for this competition.

We look forward to receiving your application.

Sincerely,

Deborah A. Price

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# I. Application Submission Procedures

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## Application Transmittal Instructions

Applications for grants under this grant competition may be submitted electronically or in paper format by mail or hand delivery. The electronic submission of applications is voluntary. However, if you choose to submit your application electronically you must use the site listed below. **Note:** You may not submit your application by e-mail or facsimile.

**Attention Electronic Applicants:** Please note that you must follow the application procedures as described in the Notice Inviting Applications for this grant competition, published in the *Federal Register* on July 11, 2007 and the Correction Notice for this grant competition, published in the *Federal Register* on July 24, 2007. Some programs may require electronic submission of applications and those programs will have specific requirements and waiver instructions in the *Federal Register* notice.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements.

## Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the Notice Inviting Applications that was published in the *Federal Register* on July 11, 2007, the Correction Notice published in the *Federal Register* on July 24, 2007, "Grants.gov Submission Procedures and Tips for Applicants" section in this application package, and the Grants.gov Web site (<http://www.grants.gov>). You may access the electronic application for the Grant Competition to Improve Public Knowledge of and Support for Democracy at <http://www.ed.gov/osdfs> or <http://www.grants.gov>.

## Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Please mail copies to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA #84.304C  
400 Maryland Avenue, SW.,  
Washington, DC 20202-4260

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

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

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

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

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

### **Applications Delivered by Commercial Carrier**

**Special Note:** Due to 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; or U.S. Postal Service Express Mail) 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,” then follow the mailing instructions under the appropriate delivery method.

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Applications that are delivered by commercial carrier, e.g. Federal Express or United Parcel Service, should be mailed to:

U.S. Department of Education  
Application Control Center - Stop 4260  
Attention: CFDA #84.304C  
7100 Old Landover Road  
Landover, MD 20785-1506

### **Applications Delivered by Hand**

You or your courier must hand deliver the original and two copies of your application by 4:30 p.m. (Washington, DC time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Please hand deliver copies to:

U.S. Department of Education  
Application Control Center  
Attention: CFDA #84.304C  
550 12<sup>th</sup> Street, SW, PCP - Room 7041  
Washington, DC 20202-4260

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

## Grants.gov Submission Procedures and Tips for Applicants

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

1. **Register Early** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the registration steps are complete. For detailed information on the registration steps, go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

**Note:** Your organization will need to update its Central Contractor Registry (CCR) registration annually.

2. **Submit Early** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date and time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application. If Grants.gov rejects your application (see step 3 below), you will need to resubmit successfully before 4:30 p.m. (Washington, DC time) on the deadline date.

**Note:** To submit successfully, you must provide the D-U-N-S Number on your application that was used when your organization registered with the CCR.

3. **Verify Submission is OK** – You will want to verify that Grants.gov and ED received your Grants.gov submission timely and that it was validated successfully. To see the date and time your application was received, log in to Grants.gov and click on the Track My Application link. For a successful submission, the date and time received should be earlier than 4:30 p.m. (Washington, DC time) on the deadline date, and the application status should be Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date and time received is later than 4:30 p.m. (Washington, D.C. time) on the closing date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site ([http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp) - 10). For more detailed information on why an application may be rejected, please review the Application Error Tips document (<http://www.grants.gov/section910/ApplicationErrorTips.pdf>). If you discover your application is late or has been rejected, please see the instructions below.

**Note:** You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

## **Submission Problems – What Should You Do?**

If you have problems submitting to Grants.gov before the deadline date, contact Grants.gov Customer Support at (800) 518-4726 or use the customer support available on the Web site ([http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp)).

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

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

## **Helpful Hints When Working with Grants.gov**

Please note that once you download an application from Grants.gov you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. You must provide on your application the D-U-N-S Number that was used when your organization registered with the CCR.

Please go to [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp) for help with Grants.gov. For additional tips related to submitting grant applications, refer to the Grants.gov Submit Application FAQs found at [http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp).

## **Dial-Up Internet Connections**

When using a dial-up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection (e.g. cable modem/DSL/T1). While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial-up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the *Federal Register* notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. Please see the *Federal Register* notice for detailed instructions.

## Macintosh Users

If you do not have a Windows operating system, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-Windows users ([http://www.grants.gov/resources/download\\_software.jsp - non\\_window](http://www.grants.gov/resources/download_software.jsp - non_window)).

To view the white paper for Macintosh users published by PureEdge; go to <http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf> or contact Grants.gov Customer Support (<http://www.grants.gov/contactus/contactus.jsp>) for more information. If electronic submission is required and you are concerned about your ability to submit electronically as a non-Windows user, please follow the instructions in the *Federal Register* notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. See the *Federal Register* notice for detailed instructions.



## II. Grant Competition Background

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### General Information

#### Eligibility

Eligible applicants under the Grant Competition to Improve Public Knowledge of and Support for Democracy are: State educational agencies (SEAs), local educational agencies (LEAs), institutions of higher education; and other public and private agencies, organizations, and institutions, or a combination of such entities.

#### Purpose

This grant competition provides assistance to improve the quality of civic education through the implementation of comprehensive programs to improve public knowledge, understanding, and support of the United States Congress and the State legislatures.

#### Authority

This grant competition is authorized under 20 U.S.C. 6711-6714; Section 20629 of Public Law 110-5, "Division B--Continuing Appropriations Resolution, 2007," and Title III, Department of Education Appropriations Act, 2006, Safe Schools and Citizenship Education, of Public Law 109-149.

#### Official Documents Notice

The official document governing this grant competition is the Notice Inviting Applications and the Correction Notice published in the *Federal Register* (See Legal and Regulatory Documents in this application package). The notice is available on the Internet at the following addresses: <http://www.ed.gov/legislation/FedRegister> and [www.gpoaccess.gov/nara](http://www.gpoaccess.gov/nara) and <http://www.cetac.org>.

#### Notice of Nondiscrimination

All applicants under this grant competition should familiarize themselves with all federal statutes related to nondiscrimination, as outlined in Item 6 of Standard Form 424B, to ensure that their proposed activities are compliant. For instance, an applicant may determine through a needs assessment that first-year students are the specific student population identified for services provided under this grant. Subsequently, the applicant must ensure that neither male nor female first-year students are excluded on the basis of sex. In this example, the applicant would need to be in compliance with Title IX of the Education Amendments of 1972, as amended (20 U.S.C. subsections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex.

## **Resources**

Any questions related to this grant competition should be directed to Rita Foy Moss of the Office of Safe and Drug-Free Schools (OSDFS) at (202) 205-8061. The OSDFS Web site is located at <http://www.ed.gov/osdfs>.

## **Grant Awards and Project Period**

Projects will be funded for up to 18 months. Budgets should be developed for a single 18-month budget period. Applicants should list their entire budget request in one column on the ED Form 524. We suggest developing a timeline that starts on October 1, 2007 and runs through April 30, 2009.

A detailed budget narrative for the single 18-month budget period must be included in the application. An estimated four to five awards will be made. Projects will be funded for approximately \$500,000 to \$2,984,750 per project period depending on the scope of work. These figures are only estimates and do not bind ED to a specific number of grants or amount of any grant.

Please note that ED is not bound by any estimates contained in this application package.

## **Travel Budget**

All applicants must budget for the project director to attend a project director's meeting (one day) during the first year of the grant. In addition, applicants must plan for the project director and at least one other staff person to attend the OSDFS National Conference (three days) held in Washington, DC. Grant funds may be used to pay all costs associated with attendance at these meetings including transportation, hotel, and per diem.

## **E-mail Addresses**

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

## **Time Commitment**

Applicants are requested to provide the percent of the Project Director's time that will be dedicated to the grant project. For example, if the Project Director works 40 hours per week and spends 20 hours per week on the project to Improve Public Knowledge of and Support for Democracy grant activities, then the time commitment for the Project Director would be 50%. We suggest that applicants include this information in the budget narrative or add the information to the Project Director line on the Department of Education Supplement to the SF424.

## **Review of Applications and Notification of Award**

The review of applications and notification of awards for this grant competition requires approximately four to six weeks. We expect to notify successful applicants by late September 2007. Unsuccessful applicants will be notified within 60 days of the award start date.

## **Human Subjects Research Activities**

Please see Item 3 of the instructions for Supplemental Information for Standard Form 424 in Section IV of this application package. Projects funded under this grant competition may be subject to protection of human subjects research requirements. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at (202) 245-6153.

## **Contracting for Services**

Generally, all procurement transactions must be conducted in a manner providing full and open competition, consistent with the standards in Section 80.36 of EDGAR, which applies to State, local, and Indian tribal governments. 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. Under 34 CFR Part 74 of EDGAR, which applies to institutions of higher education and non-profit organizations, grantees must establish written procurement procedures that meet the requirements of 34 CFR 74.44. EDGAR is available on the Internet at <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

Because grantees must use appropriate procurement procedures to select contractors, applicants should not include information in their grant applications about specific contractors, nor the names of specific contractors, that will be used to provide services for the proposed project. Applicants may include information about the scope of work to be completed by outside contractors and the contractor's qualifications. However, they should not pre-identify a specific contractor or enter into an agreement with a contractor until the grant is awarded.

Consistent with the limitations in Section 75.515 of EDGAR concerning the use of consultants, contractors or consultants may be used to help prepare grant applications, but their participation in the application development process should not be presumed to result in the receipt of a contract for work under the project if a grant is awarded. Applicants may include a sum for grant-writing costs in their proposed budget provided that the amount requested is necessary and reasonable.

## **Expectations of Grantees**

By submitting an application for this grant competition, applicants agree to fully cooperate with any evaluation efforts conducted by ED and its contractors. At a minimum, grantees are expected to maintain records on how their program is operating; maintain records on the extent to which their program objectives are being met; include specific performance measures in their evaluation plan; and make ongoing project information, findings, and

products available to ensure the dissemination of knowledge gained from this effort during the grant period.

## **The Government Performance and Results Act (GPRA)**

The Government Performance and Results Act of 1993 (GPRA) requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the United States 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.

If funded, applicants will be expected to evaluate the effectiveness of the grant-supported activities to improve the knowledge, understanding, and support of the United States Congress and the State legislatures. Grantees are expected to collect and report the data to ED in their annual performance report and final performance report using the ED Form 524B ([http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_civer.doc](http://www.ed.gov/fund/grant/apply/appforms/ed524b_civer.doc) and [http://www.ed.gov/fund/grant/apply/appforms/ed524b\\_status.doc](http://www.ed.gov/fund/grant/apply/appforms/ed524b_status.doc)).

## **Tips for Preparing and Submitting an Application**

### **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 section in this application package;
  - Resources related to this grant competition on our Web site at <http://www.ed.gov/osdfs> or visit the Character Education and Civic Engagement Technical Assistance Center Web site at <http://www.cetac.org>;
  - General grant application technical assistance resources on our Web site at <http://www.ed.gov/admins/grants/apply/techassist/index.html>.
- If there is information that you do not understand, contact the competition manager for this grant competition.

### **B. Preparing Your Application**

- Make sure you are thorough in your project description. Write so that someone who knows nothing about your organization or your project plan can understand what you are proposing.
- Organize your application according to the selection criteria for this grant competition and respond comprehensively.
- Be sure your application includes a budget request (ED Form 524) for a single 18-month period (use one column only), and that you have completed the budget narrative.

- Make sure your budget narrative provides enough detail about planned expenditures so ED staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your project. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your project.

### **C. Submitting Your Application**

- Use the checklist in this booklet to make sure your application is complete before it is submitted.
- Make sure all required forms are signed by an authorized representative of your organization and included.
- Transmit your application by the deadline date. If you submit your application electronically, you must use the Grants.gov Web site. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, make sure you obtain a receipt.

### **D. Next Steps**

- If you submit your application by mail, you should receive a postcard in approximately two weeks (depending on the volume of applications that we receive) from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number. If you submit your application electronically, the PR/Award number will be generated automatically when you submit your application. Please refer to this PR/Award number if you need to contact us about your application.
- Your application will be screened by the Office of Safe and Drug-Free Schools (OSDFS) staff to ensure that all program eligibility requirements are met, and all required forms are included and signed by the Authorized Representative.
- Your application will be assigned to a three-person panel of independent reviewers who evaluate and score your proposal according to the selection criteria in this application package. Your proposal 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 receive a 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. Please be sure your application contains valid e-mail address for both the Project Director and Authorized Representative.

## **Improve Public Knowledge of and Support for Democracy**

Results from the 2006 National Assessment of Education Progress (NAEP) civics assessment were recently released by the United States Department of Education. This was the first assessment conducted in the subject area since 1998. In the nationally representative sample of more than 25, 000 students at grades 4, 8, and 12, the civics assessment evaluated students' understanding of the democratic institutions and ideals necessary to become informed citizens in shaping our future. Students demonstrated knowledge in areas that were believed to be important for citizenship in our constitutional

democracy. The results showed that compared to the scaled scores from 1998, the only gains were at the 4<sup>th</sup> grade level. The percentage of 4<sup>th</sup> graders at or above Basic rose from 69 percent in 1998 to 73 percent in 2006. The 8<sup>th</sup> and 12<sup>th</sup> grade samples demonstrated no changes in achievement-level results.

In a 2006 Civic and Political Health of the Nation policy study to define the current state of citizenship education, conducted by the Education Commission of the States and the Center for Information and Research on Civic Learning and Engagement (June 2006), one of the findings showed that while States are placing more of an emphasis on knowledge of civic and government education through quality and effective instruction, there is a gap in State level policy regarding civic education.

Effective civic education is premised on the idea that citizens should know and understand the basic values and principles of a democracy. In order to preserve the democracy in which we live, our schools and communities must become places that produce informed, productive, and engaged citizens. Civic educators, however, are finding it more difficult to assist both the youth and adult populations in developing an understanding of the basic values and principles. In order to improve our knowledge of and support for democracy, scholars and practitioners must work together to provide the appropriate opportunities for improvement.

The success of a democracy is the responsibility of its citizen and the officials that are elected to represent them. Learning in civic education means not only learning about the systems of government, but also understanding how to make changes for the betterment of government.

## **Evaluation**

Evaluation is a powerful tool that supports program planning and an understanding of effective strategies that assist eligible applicants in the implementation of comprehensive programs in civic education to improve public knowledge, understanding, and support of the Congress and State legislatures. Therefore, applicants will be expected to evaluate the effectiveness of the strategies used in the project.

Keep in mind that what constitutes convincing evidence of success may differ from one project to the next. In preparing the project design and evaluation plan, applicants are encouraged to carefully review information from similar projects and the research literature to determine what has or has not been shown to be successful. This information should be reflected in the project design. Applicants also should include a description of all evaluation instruments they intend to use. The evaluation plan should identify the individual and/or organization that agreed to serve as evaluator for the project along with a description of the evaluator's qualifications.

Applicants will be expected to collect and report information pursuant to the evaluation requirements under this grant competition. Applicants are encouraged to devote an appropriate level of resources to project evaluation. Successful applicants will be expected to report annually on the progress of the funded project.

## **Project Purpose**

Under 20 U.S.C. 6711-6714; Section 20629 of Public Law 110-5, "Division B--Continuing Appropriations Resolution, 2007," and Title III, Department of Education Appropriations Act, 2006, Safe Schools and Citizenship Education, of Public Law 109-149, we consider only applications that meet the following purpose of this competition:

To improve the quality of civic education through the implementation of comprehensive programs that improves public knowledge, understanding, and support of the United States Congress and the State legislatures.

## **Selection Criteria**

The following selection criteria will be used to evaluate applications under this grant competition. The maximum number of possible points for each criterion is indicated in parentheses. The maximum score for all of these criteria is 100 points.

### **1. Significance (10 points)**

In determining the significance of the proposed project, the following factors are considered:

- (a) The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies. (5 points)
- (b) The importance or magnitude of the results or outcomes likely to be attained by the proposed project. (5 points)

### **2. Quality of the Project Design (25 points)**

In determining the quality of the design of the proposed project, the following factors are considered:

- (a) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework. (10 points)
- (b) The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives. (5 points)
- (c) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including information about the effectiveness of the approach or strategies employed by the project. (10 points)

### **3. Quality of the Project Services (35 points)**

In determining the quality of the project services, the following factors are considered:

(a) The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. (5 points)

(b) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (10 points)

(c) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (5 points)

(d) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of the project services. (5 points)

(e) The extent to which the training or professional development services to be provided by the proposed project are sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services. (10 points)

#### **4. Quality of Project Personnel (15 points)**

In determining the quality of project personnel, the following factors are considered:

(a) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. (5 points)

(b) The qualifications, including relevant training and experience, of the project director or principal investigator. (5 points)

(c) The qualifications, including relevant training and experience, of key project personnel. (5 points)

#### **5. Quality of the Project Evaluation (15 points)**

In determining the quality of the project evaluation, the following factors are considered:

(a) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (5 points)

(b) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies. (5 points)

(c) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)



## Frequently Asked Questions

### ***1. What is the goal of this grant competition?***

The goal of this grant competition is to provide funding to support quality civic education projects through the implementation of comprehensive programs to improve public knowledge, understanding, and support of the United States Congress and the State legislatures.

### ***2. Who is eligible to apply?***

This grant competition is open to State educational agencies, local educational agencies, institutions of higher education; and other public and private agencies, organizations, and institutions, or a combination of such entities.

### ***3. What is the average amount of each grant?***

The grant awards will range from \$500,000 to \$2,984,750 per project. The figures are only an estimate and do not bind the U.S. Department of Education to any specific amount of funding for any grant.

### ***4. How many new awards will be made?***

Approximately 4-5 awards are anticipated under this grant competition in fiscal year 2007. However, this is only an estimate and does not bind the U.S. Department of Education to any specific number of grant awards.

### ***5. What is the project and budget period for these grants?***

Projects are to be completed in 18 months. A single budget period should be detailed on the Budget Form 524 in a single column.

### ***6. What is the deadline date for applications?***

The deadline date is August 24, 2007.

### ***7. When will the grant awards for this competition be announced?***

The Office of Safe and Drug-Free Schools (OSDFS) will announce new grant awards under this competition no later than September 30, 2007.

### ***8. Is there a cost sharing or matching requirement?***

This grant competition does not require cost sharing or matching.

**9. Is there a restricted indirect cost rate for this grant competition?**

There is not a restricted indirect cost rate. You may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., U.S. Department of Education, Department of Health and Human Services, Department of Interior).

Local educational agencies should check with their State educational agency if they do not have a negotiated indirect cost rate. For more information about indirect cost rates, visit <http://www.ed.gov/about/offices/list/ocfo/fipao/icqindex.html>.

If you claim indirect costs in your budget and do not have a negotiated rate with the federal government, you must submit the necessary paperwork to ED to receive a negotiated indirect cost rate. For more information, please visit <http://www.ed.gov/about/offices/list/ocfo/intro.html>.

**10. Can grant funds be used to support professional development activities?**

As long as the activities directly support the purposes of this grant competition, yes, the funds can be used to support professional development.

**11. Does this grant competition have guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?**

There is not a daily limit or cap for consultant fees. As a general matter, however, the costs for consultant fees should be reasonable. Information related to these fees should be included on ED Form 524 under the Contractual budget category. Also, applicants should be sure to fully substantiate all expenditures in the budget narrative.

**12. What kind of supplies may I purchase with these funds?**

Under this grant competition you may purchase materials or supplies required to implement and support the ongoing project activities and to support staff in carrying out the project.

**13. Do applicants need to include the address for responses in the letter to the State Single Point of Contact?**

Yes, comments should be addressed to: The Secretary, EO 12372-CFDA 84.304C, U.S. Department of Education, Room 7W301, 400 Maryland Avenue, SW, Washington, DC 20202.

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

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

**15. What is the date for applicants to submit applications to the State Single Point of Contact, if participating?**

Applicants must submit their application to the State Single Point of Contact on or before the deadline date for transmitting an application to the Department of Education.

**16. Does Grants.gov support the new Microsoft Vista Operating System?**

Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. In addition, 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 you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call (800) 518-4726.

**17. How does the Freedom of Information Act affect my application?**

The Freedom of Information Act (FOIA) provides that any person has the right to request access to federal agency records or information. All U.S. Government agencies are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit <http://www.usdoj.gov/04foia/foiastat.htm>.

**18. 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 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 do not need to provide these numbers as they are used strictly for the electronic package submitted via Grants.gov.

### III. Legal and Regulatory Documents

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#### **Correction Notice**

**Federal Register Publish Date – July 24, 2007**

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Grant Competition to Improve Public Knowledge of and Support for Democracy;

Correction

AGENCY: Office of Safe and Drug-Free Schools, U.S. Department of Education.

ACTION: Correction; Notice inviting applications for new awards for fiscal year (FY) 2007.

SUMMARY: We correct the Catalog of Federal Domestic Assistance (CFDA) Number 84.929C. We also correct the Applications Available date, Deadline for Transmittal of Applications date, and the Intergovernmental Review date published in the notice on July 11, 2007 (72 FR 37741).

SUPPLEMENTARY INFORMATION: On July 11, 2007, we published in the Federal Register (72 FR 37741-37743), a notice inviting applications for new awards for FY 2007 for the Grant Competition to Improve Public Knowledge of and Support for Democracy. The CFDA Number 84.929C is incorrect on page 37741, first and third columns; page 37742, third column; and page 37743, first column. The CFDA Number is corrected to read “CFDA Number 84.304C”.

On page 37741, first and second columns, “Applications Available: July 11, 2007.” is corrected to read “Applications Available: July 25, 2007.”

On page 37741, first and second columns “Deadline for Transmittal of Applications: August 10, 2007.” is corrected to read “Deadline for Transmittal of Applications: August 24, 2007.”

On page 37741, first and third columns, “Deadline for Intergovernmental Review: September 10, 2007.” is corrected to read “Deadline for Intergovernmental Review: September 24, 2007.”

FOR FURTHER INFORMATION CONTACT: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E247, Washington, DC 20202.

Telephone: (202) 205-8061 or by e-mail: [rita.foy.moss@ed.gov](mailto:rita.foy.moss@ed.gov)

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

<http://www.ed.gov/news/fedregister>

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area

at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: [www.gpoaccess.gov/nara/index.html](http://www.gpoaccess.gov/nara/index.html)

Dated:

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Deborah A. Price,  
Assist Deputy Secretary for  
Safe and Drug-Free Schools.

**Notice Inviting Applications**  
**Federal Register Publish Date - July 11, 2007**

4000-01-U

DEPARTMENT OF EDUCATION  
Office of Safe and Drug-Free Schools

Overview Information

Grant Competition to Improve Public Knowledge of and Support for Democracy

Notice inviting applications for new awards for fiscal year (FY) 2007.  
Catalog of Federal Domestic Assistance (CFDA) Number: 84.929C.

Dates:

Applications Available: July 11, 2007.

Deadline for Transmittal of Applications: August 10, 2007.

Deadline for Intergovernmental Review: September 10, 2007.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To improve the quality of civic education through the implementation of comprehensive programs to improve public knowledge, understanding, and support of the United States Congress and the State legislatures.

Program Authority: 20 U.S.C. 6711-6714; Section 20629 of Public Law 110-5, "Division B--Continuing Appropriations Resolution, 2007," and Title III, Department of Education Appropriations Act, 2006, Safe Schools and Citizenship Education, of Public Law 109-149.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

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

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

II. Award Information

Type of Award: Discretionary grant.

Estimated Available Funds: \$2,984,750.

Estimated Range of Awards: \$500,000-\$2,984,750.

Estimated Average Size of Awards: \$500,000.

Estimated Number of Awards: 4-5.

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

Project Period: Up to 18 months.

### III. Eligibility Information

1. Eligible Applicants: State educational agencies, local educational agencies, institutions of higher education; and other public and private agencies, organizations, and institutions, or a combination of such entities.
2. Cost Sharing or Matching: This competition does not require cost sharing or matching.

### IV. Application and Submission Information

1. Address to Request Application Package: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E247, Washington, DC 20202. Telephone: (202) 205-8061 or by e-mail: [rita.foy.moss@ed.gov](mailto:rita.foy.moss@ed.gov). If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotope, or computer diskette) by contacting the program contact person listed in this section.

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

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You should limit the application narrative to 25 single-sided, double-spaced, 8.5" x 11" pages using a font not smaller than 12 point, with 1-inch margins at the top, bottom, left, and right sides. The narrative should follow the format and sequence of the selection criteria.

3. Submission Dates and Times:  
Applications Available: July 11, 2007.



Deadline for Transmittal of Applications: August 10, 2007.

Applications for grants under this competition may be submitted electronically using the Grants.gov Apply site (Grants.gov), or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to section IV. 6. Other Submission Requirements in this notice.

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

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

Deadline for Intergovernmental Review: September 10, 2007.

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

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

6. Other Submission Requirements: Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

To comply with the President's Management Agenda, we are participating as a partner in the Government-wide Grants.gov Apply site. The competition to Improve Public Knowledge of and Support for Democracy, CFDA Number 84.929C, is included in this project. We request your participation in Grants.gov.

If you choose to submit your application electronically, you must use the Government-wide Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

You may access the electronic grant application for this competition at <http://www.Grants.gov>. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.929, not 84.929C).

Please note the following:

- Your participation in Grants.gov is voluntary.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.
- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.
- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at <http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf>
- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.
  - If you submit your application electronically, you must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).
  - If you submit your application electronically, you must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.
  - Your electronic application must comply with any page-limit requirements described in this notice.
  - After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).
  - We may request that you provide us original signatures on forms at a later date.
- Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

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

If you submit an application after 4:30 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII in this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm

that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.929C)  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education  
Application Control Center, Stop 4260  
Attention: (CFDA Number 84.929C)  
7100 Old Landover Road  
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

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

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.929C)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

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

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

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

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

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notice (GAN). We may notify you informally, also.

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

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice. We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

4. Performance Measure: If funded, applicants will be expected to evaluate the effectiveness of the grant supported activities on improving the knowledge, understanding, and support of the United States Congress and the State legislatures.

## VII. Agency Contact

For Further Information Contact: Rita Foy Moss, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E247, Washington, DC 20202. Telephone: (202) 205-8061 or by e-mail: [rita.foy.moss@ed.gov](mailto:rita.foy.moss@ed.gov).

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

## VIII. Other Information

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

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: [www.ed.gov/news/fedregister](http://www.ed.gov/news/fedregister).

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: <http://www.gpoaccess.gov/nara/index.html>.

Dated:

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Deborah A. Price,  
Assistant Deputy Secretary for  
Safe and Drug-Free Schools.

## Relevant Statutory Provisions

### Public Law 110-5

Chapter 6, Section 20629

Notwithstanding section 101 or any other provision of this division: (1) the level for 'Department of Education, Safe Schools and Citizenship Education' shall be \$729,518,000, of which: (A) not less than \$72,674,000 shall be used to carry out subpart 10 of part D of title V of the ESEA; and (B) \$48,814,000 shall be used for mentoring programs authorized under section 4130 of the ESEA; and (2) **the last proviso under such heading in the Department of Education Appropriations Act, 2006 may be applied to civic education activities authorized under subpart 3 of part C of title II of the ESEA without regard to any specific designation therein.**

### Public Law 109-149

USE OF FUNDS- The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2006, Title III.

### **Safe Schools and Citizenship Education (FY 2006 excerpt)(emphasis supplied)**

For carrying out activities authorized by subpart 3 of part C of title II, part A of title IV, and subparts 2, 3, and 10 of part D of title V of the Elementary and Secondary Education Act of 1965 ('ESEA'), \$736,886,000, of which \$350,000,000 shall become available on July 1, 2006, and remain available through September 30, 2007: *Provided*, That of the amount available for subpart 2 of part A of title IV of the ESEA, \$850,000 shall be used to continue the National Recognition Awards program under the same guidelines outlined by section 120(f) of Public Law 105-244: *Provided further*, That \$350,000,000 shall be available for subpart 1 of part A of title IV and \$224,580,000 shall be available for subpart 2 of part A of title IV, of which not less than \$1,449,000, to remain available until expended, shall be for the Project School Emergency Response to Violence program to provide education-related services to local educational agencies in which the learning environment has been disrupted due to a violent or traumatic crisis: *Provided further*, That \$132,901,000 shall be available to carry out part D of title V of the ESEA: ***Provided further*, That of the funds available to carry out subpart 3 of part C of title II, up to \$12,194,000 may be used to carry out section 2345 and \$3,025,000 shall be used by the Center for Civic Education to implement a comprehensive program to improve public knowledge, understanding, and support of the Congress and the State legislatures.**



## IV. General Application Instructions

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### Preparing the Application

A completed application for assistance under this grant competition consists of two parts: a detailed narrative description of the proposed project and budget, and all forms and assurances that must be submitted in order to receive a grant. An application under this competition should address the specific needs of the applicant and propose activities specifically designed to meet those needs. We strongly discourage applicants from using “form” applications or proposals that address general rather than specific local needs. Identical or substantially similar applications are not responsive to the scoring criteria.

A panel of non-federal readers with experience in civic and government education and related fields will review each eligible application submitted by the deadline. The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Be sure you provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

If you apply via Grants.gov, you will use the following Grants.gov narrative forms:

- ED Abstract Form
- Project Narrative Attachment Form
- Other Attachments Form
- Budget Narrative Attachment Form

The **ED Abstract Form** is where you will attach your program abstract.

The **Project Narrative Attachment Form** is where you will attach the narrative sections addressing the selection criteria that will be used to evaluate applications submitted for this grant competition.

The **Other Attachments Form** is where you will attach proposal appendices, such as curriculum vitae of key personnel, letters of commitment, and samples of evaluation instruments. The Grants.gov system will allow applicants to attach as many as 10 separate appendices in this section. If there are more than 10 appendices in your application, we strongly suggest combining several of them as one appendix and uploading them to the Other Attachments Form.

The **Budget Narrative Attachment Form** is where you will attach a detailed line item budget and any supplemental budget information.

All applicants should adhere to the following formatting guidelines:

- Use 1-inch margins. If you submit your application in paper format by mail or hand delivery, your application must be printed on 8 1/2” by 11” paper.

- Use a consistent font not smaller than 12-point type throughout your document. You may use boldface type, underlining, and italics; however, do not use colored text.
- For the project narrative, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document, beginning with the Abstract and ending with the Appendices. **Note:** Do not paginate any of the forms.

If you submit your proposal via Grants.gov, you will use your own word-processing software to complete the application for this grant competition.

If you submit your application in hard copy, you will follow the same general instructions but you will not attach your abstract, project narrative, or other narratives to the Grants.gov forms.

## **D-U-N-S Number Instructions**

All applicants must obtain and use a D-U-N-S Number, and all applicants applying through Grants.gov must register with Grants.gov. The D-U-N-S Number used on the application must be the same number that the applicant's organization used to register with Grants.gov. If the numbers are not the same, Grants.gov will reject the application.

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 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.

You can obtain a D-U-N-S Number at no charge by calling (800) 333-0505 or by completing the D-U-N-S Number Request Form, available online at [http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html). Dun & Bradstreet, a global information provider, has assigned D-U-N-S Numbers to more than 43 million companies worldwide. Customer service is available on Monday-Friday from 8:00 a.m. to 6:00 p.m. (Eastern Time) at (888) 814-1435.

## **Organizing the Application**

### Supplemental Instructions for Standard Form 424

**1. Application for Federal Assistance (SF 424):** Use the Application for Federal Assistance and the Department of Education Supplemental Information for SF 424. This is the title page of your application. Be sure that Item 10 identifies the CFDA Number for this grant competition as 84.929C and the title as Grant Competition to Improve Public Knowledge of and Support for Democracy.

Under Item 3 in the ED Supplemental Information, indicate whether the proposed project includes human subjects research activities, and if so, whether any or all of the proposed activities are exempt. For additional guidance, see instructions for ED Supplemental Information in the required forms section of this application package or call ED's protection of human subjects coordinator at (202) 245-6153.

If you submit your proposal for this grant competition via Grants.gov, please complete the SF 424 (Application for Federal Assistance) first. Grants.gov will insert the correct CFDA number and grant competition title automatically where needed.

If you submit your proposal in paper format by mail or hand delivery, you will need to insert the correct CFDA number and grant competition title where requested.

**2. Abstract:** Include a concise, one-page, double-spaced abstract following the Table of Contents. This is a key element and should include a brief narrative describing a brief summary of the project goals and objectives and the intended outcomes of the project. Clearly mark this page with the applicant's name as shown in Item 1 of SF Form 424. If you submit your application via Grants.gov, attach this document to the **ED Abstract Form**.

**3. Project Narrative:** This section should be no more than 25 double-spaced typewritten pages. The narrative must contain evidence that the applicant meets the mandates of this grant competition, and should contain and follow in sequence the information requested for each selection criterion. Applicants should review Section II for a discussion of the selection criteria and the key considerations for this specific grant competition. The narrative should be easy to read and logically developed in accordance with the selection criteria. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative. Include a Table of Contents with page references. The Table of Contents does not count against any page limitations. If you submit your application via Grants.gov, attach this document to the **Project Narrative Attachment Form**.

**4. Budget Narrative:** Use the Budget Information Form (ED Form 524) provided in the required forms section of this application package to prepare a budget for the project. The budget should be shown in one column as the grant covers a single 18-month budget period.

You must include a detailed budget narrative that supports and explains the information provided in ED Form 524. Use the same budget categories as those on ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the proposed project's goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the project, reasonable for the scope and complexity of the project, allowable under the terms and conditions of the grant, and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail for ED staff to easily understand how costs were determined and if the budget is commensurate with the scope of the project. A sample budget narrative is available at [http://www.ed.gov/admins/grants/apply/techassist/resource\\_pg8.html](http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html). If you submit your

application via Grants.gov, attach this document to the **Budget Narrative Attachment Form**.

For this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., ED, Department of Health and Human Services, Department of Interior). Be sure to include evidence of a federally negotiated indirect cost rate (e.g., copy of an indirect cost rate agreement with your State or by your State Educational Agency). Applicants should use the appropriate program or operations rate specified in their institution's federally approved indirect cost rate agreement in their proposed project budgets. Individuals who apply for any grant competition through ED are not allowed to budget for an indirect cost rate.

If you budget for contractual services, please note that indirect costs may be applied only to the first \$25,000 of each contract, regardless of the period covered by the contract.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, you must submit the necessary paperwork to ED to receive a negotiated indirect cost rate. For more information about indirect cost rates, please visit <http://www.ed.gov/about/offices/list/ocfo/intro.html>.

**5. Appendices:** If you submit your application via Grants.gov, the Other Attachments Form is where you will attach proposal appendices that you may choose to submit in support of your capacity and preparation to undertake the project, such as curriculum vitae of key personnel, letters of commitment, and samples of evaluation instruments. In addition, please attach your signed program-specific assurance form to this section. The Grants.gov system will allow applicants to attach as many as 10 separate appendices in this section. If there are more than 10 appendices in your application, we strongly suggest combining several of them as one appendix and then upload them to the Other Attachments Form.

If you submit your application in paper format via mail or hand delivery, information provided in this section includes forms and other material required by ED in order for an application to be eligible for funding, as well as any other information that applicants may choose to submit in support of their capacity and preparation to undertake the proposed project.

The following items are **not** part of the appendices and may not be included:

- Budget or program narrative information that the applicant wishes to have reviewed as part of its response to one or more scoring criteria—all such information must be included in the narrative portion of the application.
- Videotapes, CD-ROMs, photographs, or floppy disks—will not be reviewed and will not be returned.

This section **must** include the following:

- GEPA 427, Equitable Access to and Participation in Federally Assisted Programs.
- Letter of Transmittal to State Single Point of Contact (if your state participates).

- Proof of federally negotiated indirect cost rate (if you are claiming indirect costs).

This section **may** include the following:

- Other information the applicant wishes to include in support of their capacity, experience, and readiness to undertake the proposed project.
- Resumes of key personnel. If personnel have yet to be hired for this project, include a narrative description of expected staff qualifications.
- Letters of commitment that reflect each person's awareness of their role in the proposed project. Each letter should indicate a willingness to put forth the necessary time and effort to make the project work efficiently and effectively.
- Relevant prior grant experience.

**6. Assurances and Certifications:** If you submit your application electronically, you **must** complete all forms posted on Grants.gov.

If you submit your application in paper format via mail or hand delivery, you **must** fill out, have signed by the person authorized to sign for the institution, and submit the following forms:

- Assurances, Non-Construction Programs (Standard Form, 424B)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form-LLL)

An electronic version of the Standard Form 424B and the Disclosure of Lobbying Activities (Standard Form LLL) can be downloaded at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

An electronic version of the Grants.gov Lobbying Form can be downloaded at [http://apply.grants.gov/apply/forms/sample/GG\\_LobbyingForm-V1.1pdf](http://apply.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1pdf)

**Note:** If Item 2 of the Grants.gov Lobbying Form applies because of lobbying activities related to a previous grant, or are anticipated to occur with this project if it is funded, you must submit Standard Form LLL. If your organization does not engage in lobbying, please submit Standard Form LLL and indicate as "Not Applicable."

### **Intergovernmental Review of Federal Programs**

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by state and local governments for coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. 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 procedures established in

each State under the Executive Order. **Note: A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

To view a list of States that participate in the intergovernmental review process, visit <http://www.whitehouse.gov/omb/grants/spoc.html>. States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a State Single Point of Contact. If you are located within one of these States, you are exempt from this requirement.

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 September 24, 2007, at the following address:

The Secretary  
EO 12372-CFDA #84.304C  
U.S. Department of Education  
400 Maryland Avenue, SW  
Room 7W300  
Washington, DC 20202-0124

Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC Time) on September 24, 2007. Please do not send applications to this address.

## **General Education Provisions Act (GEPA) Section 427**

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. All applicants for new awards must include information in their applications to address this provision, summarized below, in order to receive funding under this program.

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

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others from equitable access or participation. Your description 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.

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

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 eliminate barriers it identifies.

### **Examples**

The following examples 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 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 girls may be less likely than boys to enroll in the course might indicate how it tends 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 projects, and we appreciate your cooperation in responding to the requirements of this provision.

### **Paperwork Reduction Act**

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 #1890-0009. The time required to complete the information collection is estimated to average 20 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:**

U.S. Department of Education  
Office of Safe and Drug-Free Schools  
400 Maryland Avenue, SW  
Room 3E247  
Washington, DC 20202-6450.



## **Instructions for Standard Forms**

- Application for Federal Assistance (Standard Form 424)
- Department of Education Supplemental Form for the Standard Form 424
- Department of Education Budget Information – Non-Construction Programs (ED Form 524)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Grants.gov Lobbying Form

## Instructions for Application for Federal Assistance (Standard Form 424)

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

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

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application: (Required) Select one type of application in accordance with agency instructions.</b> <ul style="list-style-type: none"> <li>• <b>New – An application that is being submitted to an agency for the first time.</b></li> <li>• <b>Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</b></li> <li>• <b>Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</b>            A. Increase Award      B. Decrease Award  <b>C. Increase Duration      D. Decrease Duration</b>  <b>E. Other (specify)</b> </li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, States, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 2-3 characters District Number, e.g., CA-12 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• <b>If all congressional districts in a State are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</b></li> <li>• If nationwide, i.e. all districts within all States are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		

	<b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.		17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.			
	<b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.			
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  If yes, include an explanation on the continuation sheet.
9.	<b>Type of Applicant: (Required)</b> <b>Select up to three applicant type(s) in accordance with agency instructions.</b>		21.	<b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		

## Instructions for Department of Education Supplemental Information for Standard Form 424

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

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

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

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

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

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

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

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

**3a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

**II. *Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.***

## Definitions for Department of Education Supplemental Information for Standard Form 424

### Definitions:

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

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

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

### PROTECTION OF HUMAN SUBJECTS IN RESEARCH

#### I. Definitions and Exemptions

##### A. Definitions.

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

##### —Research

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

##### —Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." (1) *If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met.* (2) *If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is*

*met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

##### B. Exemptions.

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

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

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

## II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### A. Exempt Research Narrative.

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### B. Nonexempt Research Narrative.

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

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

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

research purposes or whether use will be made of existing specimens, records, or data.

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

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

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

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

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

**Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>**

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

## **Instructions for Department of Education Budget Information – Non-Construction Programs (ED Form 524)**

### General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

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

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

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

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

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

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

#### Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another Federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the Federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

### Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

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

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

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

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

4. Provide other explanations or comments you deem necessary.

#### 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 1890-0004. 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 Disclosure of Lobbying Activities (Standard Form LLL)

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) 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.

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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.