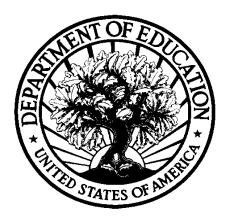# Emergency Management for Higher Education

A Grant Competition to Develop, or Review and Improve, and Fully Integrate
Campus-Based All-Hazards Emergency Management Planning Efforts for
Higher Education Institutions

(CFDA # 84.184T)

Information and Application Procedures for Fiscal Year 2008

Application Deadline: May 27, 2008

OMB No. 1890-0009   Expiration Date: June 30, 2008

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

Frequently Asked Questions
Pages 31-48

UNITED STATES DEPARTMENT OF EDUCATION
Office of Safe and Drug-Free Schools

Assistant Deputy Secretary

April 2008

Dear Colleague:

Thank you for your interest in applying for the Emergency Management for Higher Education (EMHE) grant (CFDA 84.184T) administered by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

The U.S. Department of Education (ED) is collaborating with our colleagues at the U.S. Department of Health and Human Services (HHS) to support this grant initiative. Grants will provide funds to higher education institutions to develop, or review and improve, and fully integrate, campus-based all-hazards emergency management planning efforts within the framework of the four phases of emergency management.

Continuously reviewing and enhancing campus-based emergency management plans is critical to ensuring a high level of preparedness and readiness in case a crisis does occur. Taking action now can help save lives, prevent injury, and minimize campus damage during a crisis.

The Department's publication, <u>Practical Information on Crisis Planning: A Guide for Schools and Communities</u> provides information on key concepts and components of strong emergency management plans for K-12 schools and communities. The Department is in the process of developing a similar guide for the higher education community. Every applicant for the EMHE grant program should review the currently existing K-12 guide and address the four phases it identifies for emergency management—Prevention-Mitigation, Preparedness, Response and Recovery. The guide can be found at www.ed.gov/emergencyplan. In addition, the Department's Readiness and Emergency Management for Schools Technical Assistance Center has created a variety of emergency management planning resources and materials that can be found at http://rems.ed.gov and are available for your reference.

We look forward to receiving your application. Thank you for your efforts to ensure the safety of the students, staff, and faculty at our nation's higher education institutions.

Sincerely,

/s/

Deborah A. Price

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I. Application Submission Procedures

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 April 24, 2008. 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 (www.grants.gov) by 4:30:00 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 April 24 , 2008, the Grants.gov Submission Procedures and Tips for Applicants section on pages 6-8 of this application package, and the Grants.gov Web site (www.grants.gov).

You may access the electronic application for the Emergency Management for Higher Education grant competition at the following Web sites: www.grants.gov or http://www.ed.gov/programs/emergencyhighed/index.html.

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 # 84.184T, 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.

Applications that are delivered by commercial carrier, such as Federal Express or United Parcel Service should be mailed to: U.S. Department of Education, Application Control Center – Stop 4260, Attention: CFDA #84.184T, 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 4:30:00 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 #84.184T, 550 12th Street, SW, PCP – Room 7041, Washington, DC 20202-4260. The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30:00 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.

ATTENTION – Microsoft Vista and Word 2007 Users

Please note that 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. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

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 or call 1-800-518-4726.

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, please go to: 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/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) VERIFY SUBMISSION IS OK – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 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#10.

For more detailed information on why an application may be rejected, you can review Application Error Tips 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 closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: 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 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. You must provide on your application the DUNS number that was used when your organization registered with the CCR.

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov Web site at 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. (See the Federal Register notice for detailed instructions.)

MAC 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 at http://www.grants.gov/resources/download_software.jsp#non_window. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf, and/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 instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips
As described above applicants should not upload a Word 2007 (.docx) file when attaching narrative files to their application. **In addition, please ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf).** Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Finally, when attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

II. Program Background Information

Purpose of EMHE Grants

In the report language accompanying the 2008 Department of Education Appropriations Act, Congress indicated that funding to the U.S. Department of Education (ED) and the U.S. Department of Health and Human Services (HHS) should be used for new grant awards to higher education institutions to develop and implement emergency management plans for preventing campus violence (including assessing and addressing the mental health needs of students) and for responding to threats and incidents of violence or natural disaster in a manner that ensures the safety of the campus community. Accordingly, the Emergency Management for Higher Education (EMHE) grant program has been created to provide resources to higher education institutions to plan and prepare for a variety of threats that can impact a campus (i.e., terrorist attacks, natural disasters, shootings, suicides, and infectious disease outbreaks) and to promote campus and community prevention and recovery efforts. Specifically, EMHE grants will support higher education institutions to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning within the framework of the four phases of emergency management: prevention-mitigation, preparedness, response, and recovery.

General EMHE Program Information

Eligibility
This competition limits eligibility to higher education institutions and consortia thereof.

For the purposes of this competition, the term "higher education institutions" includes those institutions described in sections 101(a), 101(b), and 102 of the Higher Education Act of 1965, as amended (HEA), except that institutions included in section 102 of the HEA are eligible only to the extent that they are located within the United States (including Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands).

Sections 101(a), 101(b), and 102 of the HEA follow:

(a) INSTITUTION OF HIGHER EDUCATION. - For purposes of this Act, other than title IV, the term ''institution of higher education'' means an educational institution in any State that-
> (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
> (2) is legally authorized within such State to provide a program of education beyond secondary education;
> (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree;
> (4) is a public or other nonprofit institution; and
> (5) is accredited by a nationally recognized accrediting agency or association or, if not so accredited, is an institution that has been granted preaccreditation status by such an

agency or association that has been recognized by the Secretary for the granting of preaccreditation status, and the Secretary has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

b) ADDITIONAL INSTITUTIONS INCLUDED. - For purposes of this Act, other than title IV, the term ''institution of higher education'' also includes-

> (1) any school that provides not less than a 1-year program of training to prepare students for gainful employment in a recognized occupation and that meets the provision of paragraphs (1), (2), (4), and (5) of subsection (a); and (2) a public or nonprofit private educational institution in any State that, in lieu of the requirement in subsection (a)(1), admits as regular students persons who are beyond the age of compulsory school attendance in the State in which the institution is located.

SEC. 102. of the Higher Education Act adds to eligibility for Title IV purposes other institutions to the defined group -- proprietary institution of higher education; a postsecondary vocational institution; and only for the purposes of part B of title IV, an institution outside the United States that is comparable to an institution of higher education as defined in section 101 and that has been approved by the Secretary for the purpose of part B of title IV.

For the purposes of Title IV, a proprietary institution of higher education is defined as a school that-

> (a) provides an eligible program of training to prepare students for gainful employment in a recognized occupation;
> (b) meets the requirements of paragraphs (1) and (2) of section 101(a);
> (c) does not meet the requirement of paragraph (4) of section 101(a);
> (d) is accredited by a nationally recognized accrediting agency or association recognized by the Secretary pursuant to part H of title IV;
> (e) has been in existence for at least 2 years; and
> (f) has at least 10 percent of the school's revenues from sources that are not derived from funds provided under title IV, as determined in accordance with regulations prescribed by the Secretary.

For the purposes of Title IV, a postsecondary vocational institution is defined as a school that-

> (a) provides an eligible program of training to prepare students for gainful employment in a recognized occupation; and
> (b) meets the requirements of paragraphs (1), (2), (4), and (5) of section 101(a); and(C) has been in existence for at least 2 years.

Authority
This competition is authorized under 20 U.S.C. 7131. The applicable regulations for this competition are found in 34 CFR parts 74, 75, 77, 79, 81, 82, 84, 85, 86, 97, 98, 99, and 299.

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

Official Documents Notice
The official documents governing this competition are the Notice Inviting Applications published in the Federal Register [See Section III (Legal and Regulatory Documents) of this application package]. These notices are also available electronically at the following Web sites: www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

Resources
Any questions related to the requirements of this grant competition should be directed to the Competition Manager for this competition, Tara Hill of the Office of Safe and Drug-Free Schools (OSDFS), at 202-708-9431 or via email at: Tara.Hill@Ed.gov. Additional information about the Department of Education's school emergency management planning resources may be found at www.ed.gov/emergencyplan.

The U.S. Department of Education will host a Grant Question and Answer teleconference to answer questions regarding the EMHE grant competition. **The information regarding the teleconference will be available on the EMHE Grants Web site available at:** http://.ed.gov/programs/emergencyhighed/index.html.

For more information and resources on school emergency management planning, you may visit the Department's Readiness and Emergency Management for Schools Technical Assistance Center Web site at http://rems.ed.gov.

Expectations of Grantees
By submitting an application for this program, 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 the implementation of their project;
- ❑ Maintain records on the extent to which their program objectives are being met;
- ❑ Include specific performance measures in their evaluation plan;
- ❑ Document progress towards addressing the Government Performance and Results Act (GPRA) measure identified for this program; and
- ❑ Make ongoing project information, findings, and products available upon request to ensure the dissemination of knowledge gained from this grant program.

Grantees also may be expected to work with ED's Readiness and Emergency Management for Schools (REMS) Technical Assistance Center to collect key program information that will help assess the extent to which projects supported under this grant competition are meeting their goals and objectives. ED may use the results of these projects in an effort to identify and disseminate to other institutions those strategies that are effective in improving emergency management planning efforts at the higher education level.

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 and Authorized Representative.

Technical Assistance
Grantees will receive technical assistance throughout the life of the grant. This assistance will take multiple forms, including meetings and workshops, telephone consultations, and other forms of networking to share ideas and identify resources. In addition, each grantee will be assigned a Federal Project Officer who will also serve as a resource. It will be necessary for grantees to maintain an email account and to become familiar with using email, as most correspondence regarding their project will be delivered electronically.

EMHE Budget Information

Grant Awards and Project Period
The project period for this grant is 18 months. No continuation awards will be provided. Budgets should be developed for a single 18-month budget period. Applicants should list their entire budget request in one column on the Form 524. We suggest developing a timeline that starts on September 1, 2008 and runs through February 28, 2010.

Travel Budget
Applicants must budget for attendance at three required meetings. There are no registration fees for these meetings. For planning purposes, applicants should include funds for transportation, lodging, and per diem costs for the following meetings:

Meeting #1: Required Project Director Orientation Meeting

This one-day Project Director Orientation Meeting is intended to provide the grant Project Director with key information needed to manage and implement a discretionary grant awarded by the U.S. Department of Education. This meeting will be held within the first six months of the grant period.

Required Participant: Grant Project Director

Expenses for this meeting include:

- ❑ Round-trip airfare for one participant to Washington, D.C.
- ❑ Lodging expenses for one participant for two nights in Washington, D.C.
- ❑ Per diem expenses for one participant for three days in Washington, D.C.
- ❑ Funds for local ground transportation

Meeting #2: Emergency Management for Higher Education Training

This two-day meeting will provide participants with information related to developing emergency management plans that address all-hazards and that are developed around the four phases of emergency management: Prevention-Mitigation, Preparedness, Response, and Recovery.

Required Participants: Project Director and One Additional Higher Education Institution Representative

Expenses for this meeting include:

- ❑ Round-trip airfare for two participants to a major U.S. city
- ❑ Lodging expenses for two participants for three nights in a major U.S. city
- ❑ Per diem expenses for two participants for four days in a major U.S. city
- ❑ Funds for local ground transportation

Meeting #3: OSDFS 2009 National Conference

This two and a half day biennial meeting provides an opportunity for over 1,500 OSDFS grantees and nongrantees to discuss issues related to creating and maintaining safe and healthy school environments. The meeting will provide participants with an opportunity to network with other education sector staff focusing on violence prevention, physical education, mental health, character and civic education, emergency management, and more.

Required Participants: Project Director and One Additional Higher Education Institution Representative

Expenses for this meeting include:

- ❑ Round-trip airfare for two participants to Washington, D.C.
- ❑ Lodging expenses for two participants for three nights in Washington, D.C.
- ❑ Per diem expenses for two participants for four days in Washington, D.C.
- ❑ Funds for local ground transportation

Attendance at all THREE meetings by the required project staff noted above is an EMHE grant requirement. All EMHE grantees, regardless of the size or location of the higher education institution, are required to meet this requirement. Grantees also are expected to attend the meetings in their entirety. Grantee participants that arrive late at the meeting, leave the meeting early, or fail to send the required participants, will not be in compliance with this requirement.

Project Director Time Commitment
Applicants are requested to provide the percent of the Project Director's time that will be dedicated to the grant project if funded. For example, if the Project Director works 40 hours per week and spends 20 hours per week on EMHE grant activities, the time commitment for the Project Director would be 50%. **We suggest that applicants include this information in the budget narrative or that they add this information to the Project Director line on the Department of Education Supplement to the SF 424.**

Review of Applications and Notification of Awards
The review of applications and notification of awards for this grant competition requires approximately six to eight weeks. We expect to notify successful applicants by late August 2008. Unsuccessful applicants will be notified within 60 days of the award start date.

Contracting for Services and Procurement: EDGAR Sections 74.40-74.48

As a general matter, 34 C.F.R. 74.43 governs competition in procurement transactions by grantees in the EMHE program, including a requirement that all procurement transactions must be conducted in a manner providing, to the maximum extent practical, "open and free competition". All grantees under the EMHE program must also follow the minimum requirements in 34 C.F.R. 74.40-74.48. (EDGAR is available online and can be accessed at http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html.)

The provisions in 34 C.F.R. 74.40-74.48 are designed to ensure that goods and services are procured in an effective manner and to protect the competitive procurement process from undue influence. These requirements have been in effect for many years. According to 34 C.F.R. 74.43, all grantees must ensure that all competitions are conducted in a manner to provide, to the maximum extent practical, "open and free competition". This section requires that grantees be alert to conflicts of interest, as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Separately, 34 C.F.R. 74.42 requires grantees to have written standards of conduct designed to avoid conflicts of interest in the procurement of goods and services and 34 C.F.R. 74.44(a) requires recipients to establish written procurement procedures.

An applicant may use a consultant to help prepare its application. However, if the competition for those services did not also request that bidders include the cost and scope of services that would be supplied if the applicant gets an EMHE grant, in most cases, the applicant would have to exclude the consultant from the competition for support services in order to avoid a conflict of interests. However, if the consultant did not help prepare specifications for the support services competition, the consultant may be able to compete to provide those services. Thus, a close examination of all activities is warranted to ensure that the vendor does not have an organizational conflict of interest in the procurement and that the requirements concerning open and free competition are not violated.

Grantees should also carefully examine all of their interactions with vendors to ensure that these actions do not violate the requirements concerning open and free competition.

We expect that entities that apply for EMHE grants will review their written procurement policies and procedures to be sure that they meet the procurement standards established in Part 74 of EDGAR. We highly recommend that EMHE grantees seek advice from their legal counsel in their review of these provisions so that they can be satisfied that procurement activities supported with Federal grant funds are being implemented in a manner consistent with these requirements.

We understand that conducting a competitive bidding process can take a considerable amount of time. As a result, we recommend that applicants consider this when developing their proposed project timelines for any projects that will include contracted goods or services.

The Government Performance and Results Act (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to state clearly what it intends to accomplish, identify the resources required, and periodically report its progress to the U.S. Congress. The GPRA is intended to contribute to improvements in accountability for the expenditure of public funds; enhance congressional decision-making through more objective information on the effectiveness of Federal programs; and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the U.S. Department of Education (ED) has developed a strategic plan that reflects organizational priorities and integrates those with our mission and program authorities. We have also developed GPRA measures for the individual programs we administer, including Emergency Management for Higher Education (EMHE) grants.

The GPRA measure for this program is:

> The percentage of EMHE grantees that demonstrate a 50 percent increase at the end of the project period in the number of course completions by their higher education institution personnel in key National Incident Management System (NIMS) courses compared to the number of such courses completed at the start of the grant project period.

This GPRA measure constitutes the Department's indicator of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to this measure in designing their proposed project. Before beginning implementation of training connected to this grant, grantees will be required to determine baseline data -- the total number of these courses completed by personnel at their higher education institution between April 2004 (when the courses first became available) and the project start date for their EMHE grant. *Applicants are strongly encouraged to include this information in their applications if it is available.* If it is not available during the application phase, *grantees will be required to collect and report baseline data in their interim reports; and, both baseline data and final data with regard to their progress towards this measure in their final reports.*

 NOTE: Consortia applicants must provide baseline and follow-up data for __each__ participating campus.

For the purposes of this measure, "key NIMS courses" are those identified by the Federal Emergency Management Agency (FEMA) in the Department of Homeland Security as requirements for NIMS compliance. To date, these courses include the following:

- ICS-100: *Introduction to the Incident Command System*
- ICS-200: *ICS for Single Resources and Initial Action Incidents*
- ICS-300: *Intermediate ICS*
- ICS-400: *Advanced ICS*
- ICS-700: *NIMS, An Introduction*

- ICS-800.B: *National Response Framework, An Introduction*

ICS- 100, 200, 700, and 800.B courses are all available online as Independent Study (IS) courses offered through the FEMA's Emergency Management Institute (EMI) at http://training.fema.gov. ICS-300 and ICS-400 are not available online and must be taken in the classroom. Applicants should contact their local or State Emergency Management Agency for details about where and when these courses are available locally.

It is not necessary that the key NIMS training requirements be met through a Federal source such as the on-campus resident courses or online distance learning courses offered by the EMI. The courses may also be taken through State, Tribal, and local emergency management training programs that offer equivalent, in-classroom training for completion.

NOTE: Completion of course *IS-100.SC Introduction to the Incident Command System, I-100, for Schools*, constitutes completion of course ICS-100. This course was specifically designed to provide ICS training within a K-12 school-based context.

Grantees are required to collect and report data on this performance measure to ED. ED will aggregate data provided by grantees for this GPRA measure and use that data in developing future budget proposals. ED will also share this performance data with Congress. ED may also publish results from individual grants to illustrate how grant sites are making progress toward program objectives.

Accordingly, if funded, as noted above grantees will be expected to collect data on the performance measure established for this program, and report that data to the Department in their interim and final performance reports. Grantees are expected to complete all performance reports using the ED 524B Form http://www.ed.gov/fund/grant/apply/appforms/ed524b_cover.doc and http://www.ed.gov/fund/grant/apply/appforms/ed524b_status.doc.

The ED 524B performance report requires that EMHE grantees report data on not only the GPRA indicator established for this program, but also on all project-specific objectives outlined by each individual grant as identified in project applications.

Tips for Preparing and Submitting an Application

A. Before You Begin
- Read this application package in its entirety and make sure you follow all of the instructions.
- Read the Frequently Asked Questions section in this application package.
- If you do not understand an instruction or requirement, contact Tara Hill of the Office of Safe and Drug-Free Schools at Tara.Hill@Ed.gov or (202) 708-9431.
- For more resources related to this grant competition, visit the EMHE program Web site at http://www.ed.gov/programs/emergencyhighed/index.html or the REMS TA Center Web site at http://rems.ed.gov.

B. Preparing Your Application
- Be thorough in your program description. Write so that someone who knows nothing about your campus or your proposed project plan can understand what you are proposing.
- Organize your application according to the selection criteria beginning on page 28. Pay careful attention to the information listed in the Notes for each criterion.
- 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 justification. The budget narrative should provide sufficient detail about planned expenditures so Department of Education staff can easily determine how the funds will be spent. It is also helpful to include information about the percent of time that the Project Director will work on the project in this section, regardless of how this position is funded.
- Link your planned expenditures to the goals and objectives of the program. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.
- Be sure your application includes signed agreements from each of the following for each participating campus: Authorized Representative and 1) a representative of the appropriate level of local or State government for the locality in which the higher education institution is located and 2) a representative from a local or State emergency management coordinating body. We advise using the sample Partner Agreements provided on pages 91-94 to help you ensure that appropriate signatures have been obtained.

C. Submitting Your Application
- Use the checklist provided in this application package on page 88 to make sure your application is complete before it is submitted.
- Make sure you have met the absolute priority and included the signed agreements from the Authorized Representative and two required partners (again, we recommend you use the Partner Agreement forms provided on pages 91-94.)
- Make sure all required forms, including the Program-Specific Assurance on page 90, are signed by an Authorized Representative of your institution.
- 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, be sure you obtain a receipt.

D. Next Steps

- If you submitted your application by mail, you should receive a postcard in approximately two weeks (depending on the volume of applications) from the Department of Education's Application Control Center acknowledging receipt of your application and giving you its assigned PR/Award 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 the Department about your application.

- Your application will be screened by Office of Safe and Drug-Free Schools (OSDFS) staff to ensure that all program eligibility requirements are met, requisite signatures from partners are included, and all required forms are included and signed by the Authorized Representative.

- Your application will be assigned to a three-person panel of peer reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.

- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers. Please be sure your application contains a valid e-mail and mailing address for both the Project Director and Authorized Representative.

Emergency Management for Higher Education

Recent events that have occurred in or around higher education institutions across the United States have made it clear that higher education institutions must be prepared to respond to a wide variety of potential hazards. Natural hazards, including but not limited to, snowstorms, tornadoes, and wild fires, impact campuses across the country on a yearly basis. Campuses are also at risk for chemical, biological, and other potential public health emergencies. Although campus-based shootings and suicides, such as the 2007 Virginia Tech and 2008 Northern Illinois University incidents, are rare, they can be traumatizing events when they do occur. The terrorist attacks of September 11, 2001, and the devastation caused by Hurricanes Katrina and Rita, reinforce the need for all campuses to plan for natural catastrophic emergencies, as well as possible terrorist attacks.

In response to the wide array of potential threats facing higher education institutions today, Congress appropriated funding to the U.S. Department of Education (ED) and the U.S. Department of Health and Human Services (HHS). The funding designates money for new grant awards to higher education institutions to develop and implement emergency management plans for preventing campus violence and for responding to emergencies, threats, and incidents of violence or natural disaster. These funds will provide resources to higher education institutions to plan and prepare for a variety of threats that can impact a campus (i.e., terrorist attacks, natural disasters, shootings, suicides, and infectious disease outbreaks) and to promote campus and community prevention and recovery efforts.

Strong emergency management plans are not developed in isolation. Likewise, higher education institutions do not exist in isolation from their surrounding communities. Developing protocols to prepare for multiple hazards should be completed in close coordination with partners from local government, law enforcement, public safety, public health, and mental health entities. These plans should clearly delineate specific roles and responsibilities based upon the Incident Command System and should be shared with all relevant stakeholders before a crisis occurs. To help reiterate and assess the higher education institution's emergency plan, it is helpful to conduct practice exercises such as tabletops, drills, and full-scale exercises with relevant higher education institution personnel, local partners, and students.

Higher education institutions are unique entities because they often function as small cities themselves. They can be comprised of numerous departments, hundreds of buildings, thousands of students, and in many cases multiple and possibly geographically separated campuses. Therefore, higher education institutions need to develop a plan not only to coordinate with all relevant community partners, but also with all appropriate internal departments and offices. For an emergency management plan to be effective at this level, it must be fully integrated, communicated, and shared with all relevant departments within each campus and the surrounding community.

In developing a campus-based emergency management plan, it is critical to consider any unique vulnerabilities a particular campus may face. Conducting comprehensive vulnerability assessments—of campus buildings and grounds, campus culture, and campus infrastructure and key assets—is an important first step in developing emergency management plans. For example,

is the campus located near a chemical plant or a military base? Does the campus house valuable research facilities, sensitive information, or hazardous materials in laboratories? Where and how does the campus store data connected to reportable incidents such as rape and suicide? Is the campus a residential facility? Is there a hospital or counseling center located on the campus grounds? Are the campus facilities and grounds able to withstand natural disasters a region may encounter? In addressing these, and all other potential vulnerabilities, it is important to ensure that emergency management plans are coordinated with State and local emergency procedures.

To ensure that protocols are consistent with the expectations of local emergency responders, institutions should familiarize themselves with the four recognized phases of emergency management and build these into their plans:

Prevention-Mitigation: Prevention is the actions(s) institutions take to decrease the likelihood that an event or crisis will occur. Mitigation is the action(s) institutions take to eliminate or reduce the loss of life and property damage related to an event(s) that cannot be prevented.

Preparedness: Preparedness includes actions designed to prepare the campus community for potential emergencies by coordinating with community partners through the development of policies and protocols, incident command systems, training, and exercises.

Response: Response is taking action to effectively contain and resolve an emergency.

Recovery: Recovery includes actions designed to assist students, staff, and faculty in the healing process and to restore education operations.

Plans that are developed to include these four phases should be reviewed and updated on a continuous basis. Moreover, each phase should be seen as being interrelated and as an extension of the others.

An EMHE grant will enable higher education institutions to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning efforts to include:

1. All four phases of emergency management: Prevention-Mitigation, Preparedness, Response and Recovery;
2. Training for campus faculty, staff, and students in emergency management procedures;
3. Coordination of planning and communication across all relevant components, offices, and departments of the campus;
4. Coordination with local and State government emergency management efforts;
5. Coordination with the local or State Homeland Security Plan;
6. Support of the National Incident Management System (see Frequently Asked Questions, pages 39-40);
7. A comprehensive plan that is based on an all-hazards approach and includes threats specific to the campus;
8. Support from top leadership within the institution;
9. Pre-established roles for faculty, staff, students and first responders;

10. Drills and exercises for faculty, staff, and students;
11. A plan that meets the needs of students, staff, and faculty—including the medical, mental health, communication, and transportation needs of persons with disabilities, temporary special needs of individuals, and other unique needs (including those arising from language barriers or cultural differences such as specific clothing expectations) of individuals;
12. A written plan that prepares the campus for infectious disease outbreaks with both short-term implications for planning (e.g., outbreaks caused by methicillin-resistant *Staphylococcus aureus* (MRSA) or food-borne illnesses) and long-term implications for planning (e.g., pandemic influenza);
13. A written plan for preventing violence on campus by assessing and addressing the mental health needs of students who may be at risk of causing campus violence by harming themselves or others; and,
14. Emergency equipment and technology (but not as a majority of the requested funding).

Higher education institutions play an essential role in ensuring the safety of their faculty, staff, and students in the event of any kind of crisis. Over the past decade, the U.S. Department of Education has been involved in many activities aimed at helping K-12 schools and higher education institutions understand that important role. These activities include:

❑ **Establishing the Readiness and Emergency Management for Schools Technical Assistance Center (TA Center).** The TA Center provides emergency management resources and technical assistance at no charge to the education community. The TA Center can be accessed online at http://rems.ed.gov or by calling 1-866-540-REMS.

❑ **Development of "Practical Information on Crisis Planning: A Guide for Schools and Communities."** This guide includes information on school emergency management and identifies some of the key principles in developing emergency management plans. Copies of the guide may be requested by calling ED Pubs at 877-4-ED-PUBS. The guide can also be downloaded at http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf.

❑ **Development of "Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates" and "Safe School And Threat Assessment Experience: Scenarios Exploring The Findings Of The Safe School Initiative" (Interactive CD-ROM).** The Department of Education worked with the U.S. Secret Service to develop a guide and an interactive CD-ROM for educators with practical advice on differentiating between persons making idle threats and those posing actual threats. The guide and CD-ROM are based upon extensive research on school-based attacks. Copies of the guide and CD-ROM may be requested by calling ED Pubs at 877-4-ED-PUBS. The guide is also accessible at www.ed.gov/emergencyplan. The CD-ROM may be ordered from the Department of Education's Publication Center (ED Pubs) by calling (toll free) 1-877-433-7827 or by emailing edpubs@inet.ed.gov. The publication ID is - ED002738C.

❑ **Meeting and communicating regularly with the chief law enforcement officials from the nation's largest school districts.** The chiefs help provide the Department with a

better understanding of current problems regarding school crime and terrorist threats, as well as information on possible solutions.

❑ **Meeting and communicating regularly with School Safety Center Directors from across the country.** Following September 11, 2001, approximately 20 states developed school safety resource centers to provide support, training, and information for their state on issues of school preparedness and safety. The Center directors routinely provide the Department with valuable information regarding emerging issues related to school safety in their respective states.

❑ **Collaboration with the U.S. Department of Homeland Security (DHS).** The Office of Safe and Drug-Free Schools (OSDFS) works with DHS on several issues related to school emergency management planning, including the National Infrastructure Protection Plan (NIPP) and the National Response Framework (NRF). The NIPP is intended to integrate the multiple infrastructure protection initiatives within DHS into a single national effort. As part of this process, OSDFS is working to enhance school and higher education preparedness using the four phases of emergency management. The NRF is an all-hazards plan that incorporates the National Incident Management System (NIMS) and is used to coordinate Federal support to state, local, and tribal authorities, as well as the private sector, in the event of a domestic incident (see Frequently Asked Questions, pages 39-40 for more information on NIMS).

❑ **The Readiness and Emergency Management for Schools (REMS) grant competition.** The REMS competition helps local educational agencies (LEAs) improve and strengthen emergency management plans. Funds can be used to train school personnel and students in emergency management; communicate emergency policies and procedures with parents; coordinate with local emergency responders including fire and police; develop written infectious disease plans; purchase equipment; and coordinate with groups and organizations responsible for recovery issues, such as public health and mental health agencies. Since FY 2003, over 511 grants have been awarded under this program.

ED also provides specific support to higher education institutions. This support includes:

❑ In October 2007, ED released additional guidance on the Family Educational Rights and Privacy Act (FERPA). The brochure, entitled, "Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Colleges and Universities" reiterates key information about FERPA, specifically for the higher education setting. It is available online at http://www.ed.gov/policy/gen/guid/fpco/brochures/postsec.html.

❑ In November 2007, ED's OSDFS convened a group of national practitioners in emergency management for higher education. The group provided insight to ED into the current challenges, opportunities, and strategies faced at the higher education level as it relates to emergency preparedness.

❑ OSDFS, in collaboration with the REMS TA Center, is in the process of developing an Emergency Management Guide for Higher Education. This guide will be released in 2008 and will be available at http://rems.ed.gov and www.ed.gov/emergencyplan.

❑ In December 2007, OSDFS created a *Helpful Hints* document entitled, "Emergency Management Planning for Institutions of Higher Education." The document provides an overview of the challenges related to creating campus-based emergency management plans and then highlights some of the key components for those plans. It also highlights some key resources for the higher education emergency management community. It is available online at http://rems.ed.gov/views/documents/HH_Vol2Issue6.pdf.

❑ Beginning in FY 2008, OSDFS, in collaboration with the U.S. Department of Health and Human Service's Substance Abuse and Mental Health Services Administration, began supporting a discretionary grant competition known as the Emergency Management for Higher Education (EMHE) grant to support efforts higher education institutions to improve their preparedness efforts.

Emergency management planning may seem overwhelming, but the field has made significant advances in recent years. It takes time and effort, but is a manageable and worthwhile process that can result in invaluable savings to life and property, as well as aid in the restoration of the learning environment after a crisis.

Evaluation of EMHE Projects

Evaluation is a powerful tool that supports program planning and an understanding of effective emergency management procedures. Therefore, applicants must propose to implement an evaluation of their efforts, using process and outcome performance measures that document the effectiveness of the project's strategies to improve and enhance emergency management plans.

It is important to remember that what constitutes success may differ from one project to another. In preparing the project design and evaluation plan, applicants are encouraged to develop performance measures that are based upon the specific goals and objectives of their project. The evaluation plan should include both qualitative and quantitative measures, as well as process measures. Applicants should also include a description of all evaluation instruments they intend to use. Examples of evaluation instruments include evaluation forms for training sessions, after-action reports from tabletop practice exercises, and process checklists.

Examples of possible quantitative objectives include:
    (1) Increase in the number of hazards addressed by the campus-based emergency plan;
    (2) Increase in the number of faculty and staff trained in emergency management procedures; and
    (3) Increase in the number of course completions in NIMS courses.

Examples of possible qualitative objectives include:
    (1) Improved partnerships between community partners and the campus; and
    (2) Improved quality of response to tabletop exercises.

Examples of specific activities that may support project objectives include:
    (1) Conducting training for staff on the emergency management plan;
    (2) Conducting a vulnerability assessment for the campus; and
    (3) Establishing an incident command system.

Related process measures would include:
    (1) Number, type, and relevance of training sessions held;
    (2) Breadth of vulnerability assessment conducted;
    (3) Number and types of drills or exercises conducted; and
    (4) Regularity and outcomes of incident command meetings and planning sessions.

Process objectives may have some additional qualitative or quantitative information associated with them. For example, the number and types of training sessions may also have related information regarding perceptions of the training (qualitative data) and the effectiveness of the training when tested using a practice drill (quantitative data).

Grantees may also be expected to work with the Department's REMS TA Center to collect key program information that will help assess the extent to which projects supported under this grant competition are meeting their goals and objectives. The Department may use the data or products from these projects to help identify and disseminate effective emergency management strategies to other higher education institutions.

Funding Priority, Requirements, and Additional Requirements

Funding Priority
Under 34 CFR 75.105(c)(3), we consider only applications that meet the absolute priority established for this competition. Contingent upon the availability of funds, we may make additional awards in fiscal year 2009 and subsequent years from the list of unfunded applications from this competition.

Absolute Priority
We give an absolute preference to applications that meet the following priority, and fund under this competition only those applications that meet the following absolute priority: higher education institution projects to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning efforts for higher education institutions. A program funded under this absolute priority must use the framework of the four phases of emergency management (Prevention-Mitigation, Preparedness, Response, and Recovery) to:

(1) Develop, or review and improve, and fully integrate a campus-wide all-hazards emergency management plan that takes into account threats that may be unique to the campus;

(2) Train campus staff, faculty, and students in emergency management procedures;

(3) Ensure coordination of planning and communication across all relevant components, offices, and departments of the campus;

(4) Coordinate with local and State government emergency management efforts;

(5) Develop a written plan with emergency protocols that include the medical, mental health, communication, and transportation needs of persons with disabilities, temporary special needs of individuals, and other unique needs (including those arising from language barriers or cultural differences such as specific clothing expectations) of individuals;

(6) Develop or update a written plan that prepares the campus for infectious disease outbreaks with both short-term implications for planning (e.g., outbreaks caused by methicillin-resistant *Staphylococcus aureus* (MRSA) or food-borne illnesses) and long-term implications for planning (e.g., pandemic influenza); and

(7) Develop or enhance a written plan for preventing violence on campus by assessing and addressing the mental health needs of students who may be at risk of causing campus violence by harming themselves or others.

Requirements
In order to receive funding, projects must be submitted by an eligible applicant and must meet the above absolute priority, in addition to the following application requirements.

❑ **Partner Agreements.** To be considered for a grant award, an applicant must include in its application an agreement that details coordination with, and participation of: 1) a representative of the appropriate level of local or State government for the locality in which the higher education institution is located (for example, the mayor, city manager, or county executive) and 2) a representative from a local or State emergency management

coordinating body (for example, head of the local emergency planning council that would be involved in coordinating a large-scale emergency response effort in the campus community). The agreement must include a description of both partners' roles and responsibilities in supporting and strengthening emergency management plans for the campus as well as descriptions of the roles and responsibilities of the higher education institution in grant implementation and partner coordination. A signature from an authorized representative of the higher education institution and both of the preceding partners acknowledging the agreement must be included in the assurance form. If either of the two required partners is not present in the applicant's community, or cannot feasibly participate, the agreement must explain the absence of each missing partner.

Applications that fail to include the required agreements (or an explanation documenting their absence), including information on partners' roles and responsibilities and on their commitment to continuation and continuous improvement (with signatures and explanations for missing signatures as specified above), will not be read.

NOTE: Consortia applicants (those applicants submitting on behalf of multiple campuses) must submit a complete set of partner agreements with appropriate signatures from the Authorized Representative and the two required partners noted above for each participating campus.

Although this program requires partnerships with other parties, administrative direction and fiscal control for the project must remain with the higher education institution.

❑ **Coordination with Local or State Homeland Security Plan.** All emergency management plans must be coordinated with the Homeland Security Plan of the State or locality in which the applicant campus is located. All States submitted such a plan to the Department of Homeland Security on January 30, 2004. To ensure that emergency services are coordinated, and to avoid duplication of effort within States and localities, an applicant must include in its application an assurance that the higher education institution will coordinate with, and follow, the requirements of its State or local Homeland Security Plan for emergency services and initiatives. This assurance must be signed by the applicant and submitted with the application package.

❑ **Implementation of the National Incident Management System (NIMS).** Applicants must agree to implement their grant in a manner consistent with the implementation of the NIMS in its community. The NIMS provides a consistent approach for Federal, State, and local governments to work effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

An applicant must include in its application an assurance that it has met, or will complete, all current NIMS requirements by the end of the grant period.

Because DHS' determination of NIMS requirements may change from year to year, an applicant must refer to the most recent list of NIMS requirements published by DHS when submitting its application. Information about the FY 2007 NIMS requirements for

tribal governments and local jurisdictions, including higher education institutions, may be found at: http://www.fema.gov/pdf/emergency/nims/imp_mtrx_tribal.pdf. Higher education institutions should refer to this compliance matrix when establishing their own compliance as a higher education institution's NIMS compliance must be achieved in close coordination with their local government, and, with recognition of the first-responder capabilities held by the higher education institution and the local community.

Note: The relationship between any campus-based law enforcement or security department and plan must be considered in conjunction with the plan and capacity of local fire and rescue departments, emergency medical service providers, crisis center/hotlines, and law enforcement agencies that may be called to assist in a large-scale disaster. Higher education institutions' participation in the NIMS preparedness program of the local government is essential to ensure that first-responder services are delivered in a timely and effective manner. Additional information about NIMS and NIMS implementation is available at http://www.fema.gov/emergency/nims/nims_compliance.shtm and http://www.fema.gov/emergency/nims/index.shtm.)

Higher education institutions that have previously received Federal preparedness funding and are, therefore, already NIMS compliant should indicate that in the assurance form.

Additional Requirements

Reporting Requirements
Successful applicants are required to evaluate the effectiveness and outcomes of the activities funded under their grant and to submit an interim and final report documenting the effectiveness of the programs and activities funded under their grant. For additional information regarding project evaluation, please see pages 23-24, Evaluation of EMHE Projects.

Selection Criteria

The following selection criteria will be used to evaluate applications for grants under this competition. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The maximum number of possible points for all selection criteria is 100. **Note:** The criteria contain weighted subcriteria. Applicants must address each subcriterion to qualify for the maximum number of points for each criterion. The maximum score for each criterion is indicated in parentheses.

1) Need for project. (15 points)

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

> The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (15 points)

> *Note: Under this criterion, reviewers will look for a **clear and convincing demonstration of significant need** to review and improve the higher education institution's campus-wide all-hazards emergency management plan, including a description of the breadth and scope of any **unique vulnerabilities and hazards on the campus** and **any specific weaknesses in the existing planning efforts**.*

2) Quality of the project design. (40 points)

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

a. The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (5 points)

> *Note: Under this criterion, reviewers will look for the applicant's understanding and incorporation of the **four phases of emergency management** (Prevention-Mitigation, Preparedness, Response, and Recovery) as they endeavor to develop, or review and improve, and fully integrate a campus-wide all-hazards emergency management plan.*

> *Applicants are expected to propose comprehensive approaches to their planning efforts that do not rely heavily on equipment and technology purchases.*

b. The extent to which the proposed activities constitute a coherent, sustained program of training in the field. (10 points)

> *Note: Under this criterion, reviewers look for the applicant's plan to provide relevant **training and/or exercises to** campus staff, faculty, and students in emergency management procedures.*

c. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (15 points)

*Note: Under this criterion, reviewers will look to see how the project will develop, maintain, or enhance relationships with all key community partners. Specifically, reviewers will look for the applicant's **planned coordination and collaboration with community partners** including the local or State government for the locality in which the higher education institution is located and a local or State emergency management coordinating body. Under this criterion, reviewers will also specifically look for the applicant's description of how their project is coordinated with their State or local Homeland Security Plan and how they plan to support **implementation of the National Incident Management System.***

*Reviewers will also look for evidence that the applicant will coordinate with appropriate public health and mental health partners on campus and within the community to ensure that **a written plan for preventing violence on campus by assessing and addressing the mental health needs of students who may be at risk of causing campus violence** by harming themselves or others is developed and implemented as well as a **written plan that prepares the campus for infectious disease outbreaks with both short-term implications for planning and long-term implications for planning (e.g., pandemic influenza).***

d. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (10 points)

*Note: Under this criterion, reviewers will look to see that applicants develop a written plan with emergency protocols that include the **medical, mental health, communication, and transportation needs of persons with disabilities, temporary special needs of individuals, and other unique needs** (including those arising from language barriers or cultural differences such as specific clothing expectations) of individuals.*

3) Significance (15 points)

In determining the significance of the proposed project, the following factor is considered:

The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies. (15 points)

*Note: Under this criterion, reviewers will look **for innovative strategies, processes, and materials to improve and enhance campus-wide all-hazards emergency management plans** that could contribute to increased knowledge or understanding of emergency management planning at the higher educational level in the United States.*

4) Quality of the management plan. (15 points)

In determining the quality of the management plan, the following factor is considered:

The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (15 points)

Note: Under this criterion, reviewers will look for the applicant's plan to manage the development and implementation of their campus-wide emergency management planning efforts including **coordination with all relevant components, offices, and departments of the campus**. *Applicants should include a* **detailed project implementation timeline** *in this section, taking into consideration any additional time that may be needed for relevant procurement procedures.*

5) Quality of the project evaluation. (15 points)

In determining the quality of the evaluation, the following factor is considered:

The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the project. (15 points)

Note: Under this criterion, reviewers will look for a description of the evaluation plan that includes methods to be used to evaluate the outcomes and effectiveness of the project, including the applicant's plan to address the **Government Performance and Results Act (GPRA) measure** *established for this program. Reviewers will look for clearly identified project activities, objectives, and goals.*

Frequently Asked Questions

General (p. 34)

- What steps can I take to maximize my chances of receiving a grant?
- How much money is available for this program?
- How many new awards will be made?
- For my GEPA 427 statement (see pages 86-87), is it adequate to state that my institution does not discriminate on the basis of race, religion, sex, etc.?
- What should I use as the project start date?
- What is the project and budget period for these grants?
- What is the deadline date for transmittal of applications under this grant competition?
- May I get an extension of the deadline date?
- Do I need to include the address for responses in the letter to the State Single Point of Contact?
- What is required if my State Single Point of Contact indicates that they are not reviewing applications for this grant competition?
- By what date do I have to submit my application to my State Single Point of Contact, if participating?
- Where can I access the required grant application forms?
- My higher education institution does not have a lobbyist. Do we still need to submit the SF LLL and Grants.gov lobbying forms?
- What are the formatting requirements for grant applications?
- Can charts and tables be single-spaced?

Eligibility (p. 35)

- Who is eligible to apply?
- May local educational agencies apply?
- May my higher education institution apply as a consortium?
- My university is comprised of a statewide system. Can my campus apply individually, or, must we apply as one statewide system?
- Is a consortium application serving multiple campuses given greater merit than an application serving an individual campus?

EMHE-Specific Content Questions (p. 37)

- What does it mean to "fully integrate campus-based all-hazards emergency management planning efforts?"
- What must I do to prove that my institution plans to coordinate with local or State government and a local or State emergency management coordinating body?
- May I coordinate with more than two partners?
- How do I demonstrate "coordination" with State or local Homeland Security Plans?
- Will a Memorandum of Understanding (MOU) with one of the community partners suffice as a partner agreement?

- What is the National Incident Management System?
- How do I demonstrate support for the implementation of NIMS?
- The FY 2007 NIMS requirements stipulate completion of several preparedness-training courses. How do I access those courses and who is required to complete them to demonstrate compliance?
- Am I required to use an outside evaluator or may the Project Director also serve as the Evaluator?
- Is there a recommended percentage of the grant to be dedicated to the evaluator?
- May I hire an outside contractor or consultant to assist in implementation of the EMHE project?
- How long can I contract for services paid for with grant funds?
- How much work may be contracted out to a consultant?
- What is a vulnerability assessment?
- What does mitigation mean?
- Are prevention programs (i.e., drug or alcohol abuse prevention, suicide prevention, violence prevention, etc.) allowable?
- May the Department of Education share a copy of an EMHE application with the public?
- Are copies of successful EMHE grant applications available from prior years?
- Is guidance available for incorporating the needs of students, faculty, and staff with disabilities into a campus emergency management plan?
- Is guidance available for pandemic influenza planning?
- How should we include planning for infectious disease outbreaks?
- If my higher education institution is a state-run school, are we responsible for planning for a pandemic or should that be coordinated at the state level?
- How much detail should be included about project evaluation in the application?

EMHE-Specific Budget Questions (p. 44)

- What is the average amount of each grant?
- What is the project and budget period for these grants?
- How does the Department differentiate between supplies and equipment?
- If a proposed budget is too high, will the Department of Education work with me to reduce the budget, or will my application be dismissed?
- Is there a recommended salary for EMHE Project Directors or Coordinators?
- Is there a matching requirement for this competition?
- Must applicants that wish to receive indirect costs use a restricted indirect cost rate?
- May grant funds be used for professional development workshops for faculty and other educators?
- May grant funds be used to hire safety personnel, campus security, campus counselors, or psychologists?
- Many first responders will provide services to my campus under this grant. Can first responders working with the campus be reimbursed for this work?
- May grant funds be used to buy safety and security equipment?
- How much detail should be included in the budget narrative?
- What guidance is available on developing a budget narrative?

Electronic Application (p. 46)

- ❑ How do I submit my grant electronically?
- ❑ Do I have to submit my application electronically?
- ❑ How do I register to submit my grant electronically?
- ❑ Does Grants.gov support Word 2007?
- ❑ I submitted my application by the deadline via Grants.gov. Am I finished?
- ❑ What if I have not received a validation by the closing date?
- ❑ What are some of the reasons I will not receive a validation from Grants.gov?
- ❑ If I am submitting my application electronically, how should I submit the Partner Agreements, Program-Specific Assurance, and other forms with signatures?
- ❑ Does Grants.gov support the new Microsoft Vista Operating System?
- ❑ Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF-424?

General

What steps can I take to maximize my chances of receiving a grant?
- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you are uncertain about any aspects of this application package, **please first review the Frequently Asked Questions section.** Most commonly asked questions are answered in this section. If your questions are not addressed, please contact the Competition Manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority or the additional requirements for this grant competition, it will not be considered for funding.
- Transmit your application on or before the deadline date.

How much money is available for this program?
Approximately $5,374,000 is available for these grants in FY 2008.

How many new awards will be made?
Approximately 18 new grant awards are anticipated under this program in FY 2008.

For my GEPA 427 statement (see page 86), is it adequate to state that my institution does not discriminate on the basis of race, religion, sex, etc.?
No, an organization's non-discrimination statement is not sufficient to meet the GEPA requirements. Your GEPA statement should outline your campuses potential barriers and solutions to equal access, specific to the proposed EMHE project.

What should I use as the project start date?
Should you receive a grant, the start date for a project may have to be flexible, depending on when funds can be awarded. We expect that grants will be awarded in August, so please plan for a date soon thereafter. For planning purposes, the Department recommends using the following project period: September 1, 2008 – February 28, 2010. If necessary, your proposed project start date will be modified to a date shortly after the award date.

What is the project and budget period for these grants?
Up to 18 months.

What is the deadline date for transmittal of applications under this grant competition?
May 27, 2008.

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

Do I need to include the address for responses in the letter to the State Single Point of Contact?
Yes, you should direct them to send comments to the following address: The Secretary, EO 12372-CFDA #84.184T, U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW, Washington, DC 20202.

What is required if my State Single Point of Contact indicates that they are not reviewing applications for this grant competition?
You should include a copy of such a response from the State Single Point of Contact in the application package submitted to the U.S. Department of Education and check the appropriate line on the SF 424 form.

By what date do I have to submit my application to my State Single Point of Contact, if participating?
You must submit your application to the State Single Point of Contact on or before the deadline date for transmitting the application to the Department.

Where can I access the required grant application forms?
All required grant application forms, except the Grants.gov Lobbying Form, may be accessed at http://www.ed.gov/fund/grant/apply/appforms/appforms.html

The Grants.gov Lobbying Form may be accessed at:
http://apply.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf

My higher education institution does not have a lobbyist. Do we still need to submit the SF LLL and Grants.gov lobbying forms?
Yes, regardless of whether or not your institution utilizes the services of a lobbyist, all applicants are required to complete and submit both the SF LLL and Grants.gov lobbying forms. If you do not have a lobbyist, you should enter "Not applicable" in the sections that ask for the name of the lobbying registrant.

What are the formatting requirements for grant applications?
Please submit your application on 8 ½ x 11 paper with a 1-inch margin on all sides. Limit your narrative to 25 typed double-spaced pages that are numbered and printed only on one side. Please use font no smaller than 12-point type in black text.

Can charts and tables be single-spaced?
Yes, you may use single-spacing for charts and tables.

Eligibility

Who is eligible to apply?
Higher education institutions and consortia thereof are eligible to apply for an EMHE grant. For the purposes of this competition, the term "higher education institutions" includes those institutions described in sections 101(a), 101(b), and 102 of the Higher Education Act of 1965, as amended (HEA), except that institutions included in section 102 of the HEA are eligible only to

the extent that they are located within the United States (including Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands). A copy of the relevant provisions from the HEA may be found on pages 9-10 of this application package.

May local educational agencies apply?
No, the EMHE Grants competition is only for higher education institutions. The Office of Safe and Drug-Free Schools administers a similar competition for K-12 local educational agencies (LEAs) called the Readiness and Emergency Management for Schools (REMS) grant competition. The REMS grant competition for FY 2008 is closed. However, additional information on the program, as well as updates about potential future funding can be found at www.ed.gov/emergencyplan.

May my higher education institution apply as a consortium?
Yes, higher education institutions may apply as a consortium for this competition. For example, one approach a community might take is to have a community college, private college, and university all located in the same County apply together as a regional consortium. In this example, one of the higher education institutions would have to be identified as the lead applicant for purposes of grant application, administration, and management.

Also, because this competition is designed to support emergency management efforts on a **campus-based level**, each campus to be served by the grant must include a complete set of partner agreements for their individual campus with each of the appropriate signatures for the application to be eligible. In addition, applications must outline the specific needs, hazards, vulnerabilities, and project plans **for each participating campus**. Finally, each participating campus in a consortium will be responsible for providing baseline and follow-up data relevant to the GPRA measure for this program throughout the project period.

My university is comprised of a statewide system. Can my campus apply individually, or, must we apply as one statewide system?
Because the EMHE Grants competition is designed to support improvement of planning efforts at a campus-based level, an individual campus within a statewide system may apply individually, or the system may submit an application to support the development, review, or improvement of higher education planning effort on multiple campuses within the statewide system. Each EMHE application will be considered and evaluated based on its own merits and therefore multiple campuses within a statewide system may be selected as individual campus grant recipients should multiple campuses from the same system elect to apply individually.

Is a consortium application serving multiple campuses given greater merit than an application serving an individual campus?
No. Each application is reviewed and scored on its own merit according to the selection criteria, regardless of whether it is an application from a single campus, a consortium of higher education institutions, or a statewide system.

EMHE-Specific Content Questions

What does it mean to "fully integrate campus-based all-hazards emergency management planning efforts?"
The nature of higher education institutions – inclusive of many different departments (Academic Affairs, Student Affairs, Facilities, Security, Residence Life, for example) – can pose unique emergency management planning and coordination challenges. This is further complicated by the fact that one campus may spread across multiple acres of land and may include dozens of often-disconnected physical structures.

The intention of the words "fully integrate" in this competition are designed to challenge higher education institutions to ensure that the planning efforts of all of the diverse departments and possibly geographically removed buildings are coordinated and integrated into one, comprehensive, emergency management plan that is then communicated across the entire campus. Though individual departments may have their own unique planning annexes or appendices, the campus-wide emergency management plan for the campus is still comprised of one, comprehensive all-hazards approach that is communicated and practiced consistently across an entire campus body (regardless of size, layout, or administrative functions).

What must I do to prove that my institution plans to coordinate with local or State government and a local or State emergency management coordinating body?
This grant competition is for higher education institutions to develop, or review and improve, and fully integrate a campus-wide all-hazards emergency management plan, including coordinating with the local government and emergency management representatives.

It is important to ensure that necessary partners are familiar with each individual campus <u>before</u> an event occurs. Therefore, the absolute priority for this competition requires that you collaborate with key partners to review and strengthen plans, establish roles and procedures, and improve overall preparedness efforts. To fully meet this requirement, you must include partner agreements that detail not only partners' names, but also specific examples of the roles and responsibilities each partner will have in the emergency management plan. Therefore, we ask you to work with local partners, drawing on their knowledge and expertise as they review and revise campus-based emergency management plans, and then provide them with a copy of the final plan once it is complete. Finally, because a higher education institution's NIMS compliance must be achieved in close coordination with their local government, and, with recognition of the first-responder capabilities held by the higher education institution and the local community, it is critical that key plans and roles be coordinated in advance of any real emergency.

The agreement between the campus and the two required partners must include a description of the partners' roles and responsibilities in supporting and strengthening emergency management plans for the campus as well as descriptions of the roles and responsibilities of the higher education institution in grant implementation and partner coordination. An authorized representative of the higher education institution and both of the partners must sign an assurance form acknowledging the agreement. If either of the two required partners is not present in the applicant's community, or cannot feasibly participate, the agreement must explain the absence of each missing partner. **If you fail to include the required agreement (or an explanation**

documenting why an agreement is not included), including information on partners' roles and responsibilities your application will not be read. You are encouraged to use the Partner Agreements form provided in this application package on pages 91-94 to obtain the signatures and details of the roles and responsibilities.

NOTE: For consortium (multi-campus) applications, each campus to be served by the grant must submit a complete set of partner agreements with appropriate signatures from the Authorized Representative and the two required partners noted above for each participating campus.

May I coordinate with more than two partners?
Yes, the Department only requires that you demonstrate (with signatures and descriptions of their responsibilities) coordination with the following two partners: (1) a representative of the appropriate level of local or State government for the locality in which the campus is located (for example, the mayor, city manager, or county executive for a community college) and (2) a representative from a local or State emergency management coordinating body (for example, head of the local emergency planning council that would be involved in coordinating a large-scale emergency response effort in the campus community). However, if you would like to provide documentation of your plans to coordinate with others (i.e., public health, mental health, or local law enforcement agencies), you are welcome to do so.

How do I demonstrate "coordination" with State or local Homeland Security Plans?
You should consult with your State or local emergency management agency during the development of your application to ensure that efforts are coordinated. You do not need to obtain a formal approval from your State/local emergency management agency on your plan, nor do you need to see a copy of their State or local Homeland Security plan. However, you must indicate in your application how State or local, and campus-based, emergency services and initiatives are coordinated. You must also include a signed assurance with your application acknowledging such coordination by your higher education institution.

Contact information for State Homeland Security agencies may be found at http://www.dhs.gov/xgovt/editorial_0291.shtm.

Will a Memorandum of Understanding (MOU) with one of the community partners suffice as a partner agreement?
No, a generic MOU will not serve to satisfy this application requirement. Rather, a signed agreement must state each individual partner's name, title, and date signed and details each of their roles in carrying out the grant activities and improving project performance. The agreement must be written specifically for this project and should identify specific responsibilities in connection to the proposed project. A separate MOU from a previously established relationship will not meet the requirements.

What is the National Incident Management System?
On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directs the Secretary of the Department of Homeland Security to develop and administer a National Incident Management Systems (NIMS). The NIMS provides a consistent approach for

Federal, State, and local governments to work together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. Additional information on the NIMS may be found at http://www.fema.gov/emergency/nims/index.shtm.

How do I demonstrate support for the implementation of NIMS?
Since higher education institutions are an integral part of local government, their use of NIMS should be achieved in close coordination with other components of the local government. Campuses are often not traditional response organizations; they more typically are recipients of first responder services provided by fire and rescue, emergency medical and law enforcement agencies. This traditional relationship should be acknowledged in achieving NIMS compliance within an integrated local government plan for NIMS compliance. Campus participation in the local government's NIMS preparedness program is essential to ensure that first responder services are delivered to campuses in a timely and effective manner. You must also include a signed assurance with your application stating that your campus has met, or will complete, all NIMS requirements by the end of the grant period.

The FY 2007 NIMS requirements stipulate completion of several preparedness-training courses. How do I access those courses and who is required to complete them to demonstrate compliance?

Information about the FY 2007 NIMS requirements for tribal governments and local jurisdictions, including higher education institutions, may be found at: http://www.fema.gov/pdf/emergency/nims/imp_mtrx_tribal.pdf. Higher education institutions should refer to this compliance matrix when establishing their own compliance. A higher education institution's NIMS compliance must be achieved in close coordination with their local government, and, with recognition of the first-responder capabilities held by the campus and the local community. FY 2007 NIMS compliance activities for tribal governments and local jurisdictions include completion of four courses: *ICS-100, Introduction to ICS; IS-700: National Incident Management System, An Introduction; IS-800.B: National Response Framework, An Introduction;* and *ICS-200*. Each of these four courses is available online, free of charge through the Federal Emergency Management Agency's Emergency Management Institute Web site at http://training.fema.gov/.

The following guidance is offered to help higher education institutions determine who should take each course:

- ❑ *ICS-100* should be completed by all personnel with a direct role in emergency preparedness, incident management, or response.

- ❑ *IS-700 NIMS: An Introduction* should be completed by all personnel with a direct role in emergency preparedness, incident management, or response.

- ❑ *IS-800.B NRF* should be completed by emergency management personnel that assume a primary responsibility as the Incident Commander, member of the Command Staff, member of the General Staff, or member of another key emergency management team on the campus (such as a Branch, Division, Unit, or Strike Team.)

❑ *ICS-200* should be completed by emergency management personnel that assume a primary responsibility as the Incident Commander, member of the Command Staff, member of the General Staff, or member of another key emergency management team on the campus (such as a Branch, Division, Unit, or Strike Team.)

Command staff generally refers to any staff that serves in the role of incident commander, public information officer, safety officer, or liaison officer. General staff includes any staff that serves on the Operations, Planning, Logistics, or Finance/Administration branches of the Incident Command System.

In addition to the four required courses noted above, two additional courses are recommended for the primary emergency management staff within institutions:

❑ *ICS-300* is recommended for those campus personnel who are likely to *command and/or manage* incidents that occur on campus.

❑ *ICS-400 Advanced Incident Command System* is recommended for those campus personnel who are likely to *command and/or manage* incidents that occur on campus **and** that would likely be integrated into a more advanced ICS role (unified command and management) should it become necessary**.**

  o ICS-300 and ICS-400 *may* be appropriate for campus personnel typically obligated (required) to command and/or manage an incident in the absence of traditional emergency/incident response personnel – for example, the incident commander.
  o Campus institutions might discuss the need for this training for appropriate campus staff in close consultation with their local community partners.
  o **NOTE:** ICS-300 and ICS-400 are not available online and must be taken through State, Tribal, and local emergency management training programs.

Am I required to use an outside evaluator or may the Project Director also serve as the Evaluator?
You are not required to use an outside evaluator. However, to ensure an unbiased and fair evaluation of the grant project, we recommend including funds in project budgets to hire an outside evaluator. The Department would not expect that the same individual or organization that manages or completes some of the primary activities under the project (i.e., Project Director, consultant, etc.) would also be evaluating those activities, as that would not support an unbiased evaluation.

Is there a recommended percentage of the grant to be dedicated to the evaluator?
The amount budgeted for an evaluator will vary based upon the scope of the grant activities and the size of the campus to be served. You should ensure that the evaluator could commit sufficient time to capture data related to the required GPRA measure for this program and other relevant data to assist in measuring the progress of the proposed project.

May I hire an outside contractor or consultant to assist in implementation of the EMHE project?
Yes, you may hire outside contractors to assist in the implementation of project objectives. However, in order to ensure sustainability of effort, the Department recommends use of contractors to help build capacity within the higher education institution, rather than to complete a majority of the project activities.

Because grantees must use appropriate procurement procedures to select contractors, and therefore may not know the name of their eventual contractor when the application is submitted, **you should not include information in your grant application about specific vendors, nor the names of specific contractors,** that may be used to provide services for the proposed project. You may include information about the scope of work to be completed by outside contractors and contractor qualifications, however you should not pre-identify a specific contractor or enter into an agreement with any contractor(s) until after the grant has been awarded.

How long can I contract for services paid for with grant funds?
You are only permitted to contract for services paid with grant funds for the time period of the grant, or 18 months.

How much work may be contracted out to a consultant?
There is no standard for the amount of work a consultant can do for the grant. However, if a consultant is doing a large part of the work, it is helpful to build capacity-building activities into the management plan for the institution. These activities should promote the institution's ability to support these activities when the grant is over.

What is a vulnerability assessment?
A vulnerability assessment is the process used to determine the kinds of hazards campuses may encounter. It is important to study the campus and the surrounding community to determine what might cause danger so that the campus community can be as prepared as possible. Working with law enforcement, public safety, emergency medical services, the department of transportation, public health departments, and other government agencies will be very helpful in assessing these vulnerabilities. For example, is the campus located near a nuclear plant? Is the campus located near railroad tracks, or major highways where crashes may occur and endanger students, or put them in harm's way? Is the local area prone to earthquakes or hurricanes? It is important to prepare for physical or biological emergencies or crises that may occur, but it is also important to prepare for social and emotional issues that may lead to crises, as well.

What does mitigation mean?
In this application and in the Department's Guide on emergency planning, "mitigation" refers to taking action to eliminate or reduce the loss of life and property damage related to an emergency that cannot be prevented. For example, while campus administrators and teachers cannot avoid an earthquake, they may be able to *mitigate* the impact of one on their campus and students by securing campus furniture so that it does not fall down, and training students, faculty and staff on how to protect themselves during tremors.

Are prevention programs (i.e., drug or alcohol abuse prevention, suicide prevention, violence prevention, etc.) allowable?
No, prevention programs are beyond the scope of this grant competition. While we realize the importance of a comprehensive approach to violence prevention, those activities are not directly related to development of an effective emergency management plan. Requests for funds to implement a prevention program will not be allowed.

May the Department of Education share a copy of an EMHE application with the public?
The Freedom of Information Act (FOIA) was enacted in 1966 and provides that any person has the right to request access to federal agency records or information. All applications submitted for funding consideration under this grant competition are subject to the FOIA. All agencies of the U.S. Government 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. Under FOIA Exemption 1, information needed to protect vulnerable security information from unauthorized or untimely disclosure need not be released. This may include information related to risks and vulnerabilities on a campus. Therefore, should a FOIA request for your application be received, it is possible that a portion of the material provided in your application could be considered under this exemption. To read the text of FOIA, visit www.usdoj.gov/04foia/foiastat.htm.

Are copies of successful EMHE grant applications available from prior years?
No, FY 2008 is the first year this competition is available so there are no applications from previous years to review.

Is guidance available for incorporating the needs of students and staff with disabilities into a campus emergency management plan?
Yes, OSDFS, along with REMS TA Center, created a newsletter on this topic for K-12 schools that may be useful. It can be viewed at http://rems.ed.gov/views/documents/Disability_NewsletterV2I1.pdf.

Is guidance available for pandemic influenza planning?
Yes, the Federal Government's Web site on pandemic flu preparedness is available at www.pandemiclfu.gov. This site features a specific checklist for college and university pandemic planning. It is available at http://www.pandemicflu.gov/plan/school/collegeschecklist.html.

In addition, the U.S. Department of Education has established a pandemic influenza Web site with several resources that provide useful information for schools on developing pandemic influenza plans, available at http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/index.html.

More information on pandemic planning can also be found at http://www.pandemicflu.gov/plan/school/index.html, http://rems.ed.gov/index.cfm?event=PandemicPreparedns4Schools, and http://rems.ed.gov/views/documents/PandemicFluNewsletter_072106.pdf.

How should we include planning for infectious disease outbreaks?
Planning for infectious disease outbreaks, such as a MRSA outbreak on campus, should be considered as part of your all-hazards plan.

For acute outbreaks, such as MRSA, there will be many common planning components with other situations, such as delineating roles and responsibilities using the Incident Command System or identifying communications plans. The steps for response and remediation may have similar elements to other environmental hazards, as well, for example such as a chemical spill. These situations may only require that you involve different partners, such as the campus health center or the state or local health department, in your particular planning efforts related to these hazards.

Planning for an outbreak with more long-term consequences, such as a pandemic influenza, will share some of these common components but will have added layers of complexity due to the severity and duration of the threat. Guidance from the U.S. Government for mitigating a severe pandemic recommends closing schools for up to 12 weeks to reduce illness and death from influenza. This type of situation poses unique and serious planning challenges to higher education instructions. For more information about community mitigation, as well as a planning checklist for higher education institutions, please see: www.pandemicflu.gov.

If my higher education institution is a state-run school, are we responsible for planning for a pandemic or should that be coordinated at the state level?
Because every state is different, you should coordinate with your state health and education officials, as well as your overall governing structure (i.e. Board of Regents) on pandemic planning.

How much detail should be included about project evaluation in the application?
You should ensure that your evaluation plan clearly relates to the proposed grant activities and describes objectives and methods to be used in evaluating the implementation of the grant. You should indicate your proposed plan for conducting evaluation and for incorporating feedback into ongoing planning efforts.

You are also required to address the Government Performance and Results Act (GPRA) measure that has been established for this grant:

❑ The percentage of EMHE grantees that demonstrate a 50 percent increase at the end of the project period in the number of course completions by their higher education institution personnel in key National Incident Management System (NIMS) courses compared to the number of such courses completed at the start of the grant project period.

Before beginning implementation of training connected to this grant, grantees will be required to determine baseline data of the total number of these courses completed by personnel on their campus between April 2004 (when the courses first became available) and the project start date for their EMHE grant. You are strongly encouraged to include this information in your application if it is available. If it is not available during the application phase, grantees will be

required to collect and report baseline data in their interim reports and both baseline data and final data with regard to their progress towards this measure in their final reports.

EMHE-Specific Budget Questions

What is the average amount of each grant?
It is estimated that awards under this competition will range from $50,000 - $500,000.

The U.S. Department of Education estimates the following average award sizes:
- ❑ $50,000 for small-sized institutions (1-10 campus facilities)
- ❑ $250,000 for medium-sized institutions (11-40 campus facilities)
- ❑ $500,000 for large-sized institutions (41 or more campus facilities)

A "campus facility" includes any building or structure utilized to operate or support the institution. This includes, but is not limited to: educational buildings, residential buildings, research facilities, transportation or food centers, hospitals or counseling centers, administrative offices, stadiums, arenas, or facilities buildings.

If you request funds in excess of the estimated amounts, you will need to carefully justify your need for those funds. You may apply for less or more than the average range of these awards as stated above. These figures represent estimates and are not binding.

What is the project and budget period for these grants?
Projects are to be completed in 18 months. A single budget period (18-months) should be detailed on the 524 budget form in a single column.

How does the Department differentiate between supplies and equipment?
If an item falls under $5,000 per unit cost, then it is designated as a supply item according to the Federal guidelines. If an item costs $5,000 or more per unit, it is designated as equipment.

If a proposed budget is too high, will the Department of Education work with me to reduce the budget, or will my application be dismissed?
Suggested budget amounts are provided in the grant announcement. You will not be ruled ineligible if the requested budget amount is higher than U.S. Department of Education estimates. It is most important that the requested budget is reasonable and adequately explained within the budget narrative and justified by the identified project needs.

Department staff will review proposed budgets to ensure that the amount requested is necessary, reasonable, and consistent with the scope of work for the proposed project. If a budget item is determined to be unreasonable, unnecessary, or outside the scope of the grant or if the item is unallowable according to the Office of Management and Budget's cost principles, the budget will be reduced accordingly. Peer reviewers do not assess scores based on application budgets.

Is there a recommended salary for EMHE Project Directors or Coordinators?
No, the proposed salaries should be commensurate with the scope of the position, cost of living for the local area, and the experience required. You may include funds for the Project Director

and/or Coordinator positions in your budget and justification request. You should work with your institution's business office to determine the appropriate salary for project staff under this project.

Is there a matching requirement for this competition?
No, there is not a matching requirement.

Must applicants that wish to receive indirect costs use a restricted indirect cost rate?
No, for this grant competition, you may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). **Note:** Because these grants are not research grants, it is not appropriate to use the institutional research indirect cost rate. Instead, you should use the appropriate program or operations rate specified in your institution's federally-approved indirect cost rate agreement in your proposed project budgets.

You are encouraged to give priority to actual grant implementation activities by limiting the indirect costs charged to the project. You will not be penalized for failure to reduce indirect costs nor will you gain a competitive advantage if you do.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, you have 90 days from the time you transmit your application to submit the necessary paperwork to ED to receive a negotiated indirect cost rate. For more information about indirect cost rates, please visit www.ed.gov/about/offices/list/ocfo/intro.html.
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May grant funds be used for professional development workshops for faculty and other educators?
Yes, provided that the activities directly support the purposes of the grant.

May grant funds be used to hire safety personnel, campus security, campus counselors, or psychologists?
Funds may not be used to hire campus police, campus security, or counseling staff. However, funds may be included to support a campus police officer, security professional, or counselor to *conduct* grant-related implementation and management activities. In other words, the grant cannot be used to support campus personnel hiring; however, it can be used to support staff specifically dedicated to implementing grant activities. In any situation where staff (current or newly hired) is supported by an EMHE grant, staff hours spent on the grant must be appropriately documented in order for salary and benefit expenses to be charged to the grant.

Many first responders will provide services to my campus under this grant. Can first responders working with the campus be reimbursed for this work?
Yes, to the extent that costs are necessary, reasonable and allowable, and allocable to the grant.

May grant funds be used to buy safety and security equipment?
Yes, you may propose to use a small portion of these funds to buy safety and security equipment and technology. However, if you propose to use these funds primarily to buy safety and security equipment rather than fully addressing the selection criteria for the program your application is

unlikely to be rated highly during the peer review process. The selection criteria for this competition call for a comprehensive, systematic, coordinated review and improvement of campus-based emergency management planning efforts, and applications that mainly request funds for technology and equipment will not meet those criteria.

How much detail should be included in the budget narrative?
Provide as much detail as possible in the budget narrative. Please include a per unit cost breakdown for all costs listed, number of items to be purchased or activities (training, assessments, etc.) to be completed, and describe in the narrative how each cost links to the goals and objectives of the program. Budget narratives should be thorough enough to justify the budget amount being requested.

What guidance is available on developing a budget narrative?
For additional guidance on preparing a budget narrative, see
http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html.

Electronic Application

How do I submit my grant electronically?
If you would like to submit your grant electronically, please use www.grants.gov to do so. Instructions on electronic submission can be found on pages 6-8 and 46-48 of this application package. Please follow the instructions carefully.

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

How do I register to submit my grant electronically?
You are required to register on Grants.gov prior to submitting your application, as well as with the Central Contractor Registry. Both of these systems require that you have a valid D-U-N-S number. Registration may take several days or weeks so please begin the process early.

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

I submitted my application by the deadline via Grants.gov. Am I finished?
No, do not assume that you are finished. If you submit your application via Grants.gov, there is a two-step validation process. Within two days of submitting your grant application, you will receive two e-mail messages. The first e-mail will confirm receipt of your application by the Grants.gov system. The second e-mail will indicate whether your application was successfully

validated by the system or if it was rejected due to errors. You should track your application via the Grants.gov system to determine the progress of your application until the system shows a validated or rejected status or until you have received the e-mail indicating that it has been successfully validated or rejected.

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

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

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

If I am submitting my application electronically, how should I submit the Partner Agreements, Program-Specific Assurance, and other forms with signatures?
If you are submitting an electronic application, you may either upload signed versions of the forms, in a .pdf format, to Grants.gov or you may fax the signed forms, including the Partner Agreements and Program-Specific Assurance, to the Department of Education. These documents may be faxed to: (202) 205-5722 or (202) 260-7767 and must be received within three days of your application submission. They should be sent Attention: Tara Hill.

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

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 website 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 an electronic application package submitted via Grants.gov.

III. Legal and Regulatory Documents

Notice Inviting Applications
Federal Register Publish Date—April 24, 2008

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Emergency Management for Higher Education Grants

Notice inviting applications for new awards for fiscal year (FY)
2008.

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

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER].

Deadline for Transmittal of Applications: May 27, 2008.

Deadline for Intergovernmental Review: July 26, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: Emergency Management for Higher Education
(EMHE) Grants support efforts by higher education institutions
to develop, or review and improve, and fully integrate, campus-
based all-hazards emergency management planning efforts within
the framework of the four phases of emergency management
[Prevention-Mitigation, Preparedness, Response, and Recovery].

Priority: We are establishing this priority for the FY 2008

grant competition and any subsequent year in which we make

awards from the list of unfunded applicants from this

competition in accordance with section 437(d)(1) of the General

Education Provisions (GEPA), 20 U.S.C. 1232(d)(1).

Absolute Priority: This priority is an absolute priority.

Under 34 CFR 75.105(c)(3) we consider only applications that

meet this priority.

This priority is:

Develop, or Review and Improve, and Fully Integrate Campus-

Based All-Hazards Emergency Management Planning Efforts for

Higher Education Institutions

A program funded under this absolute priority must use the

framework of the four phases of emergency management

(Prevention-Mitigation, Preparedness, Response, and Recovery)

to:

(1) Develop, or review and improve, and fully integrate a

campus-wide all-hazards emergency management plan that takes

into account threats that may be unique to the campus;

(2) Train campus staff, faculty, and students in emergency

management procedures;

(3) Ensure coordination of planning and communication

across all relevant components, offices, and departments of the

campus;

(4) Coordinate with local and State government emergency management efforts;

(5) Develop a written plan with emergency protocols that include the medical, mental health, communication, and transportation needs of persons with disabilities, temporary special needs of individuals, and other unique needs (including those arising from language barriers or cultural differences such as specific clothing expectations) of individuals;

(6) Develop or update a written plan that prepares the campus for infectious disease outbreaks with both short-term implications for planning (e.g., outbreaks caused by methicillin-resistant Staphylococcus aureus (MRSA) or food-borne illnesses) and long-term implications for planning (e.g., pandemic influenza); and

(7) Develop or enhance a written plan for preventing violence on campus by assessing and addressing the mental health needs of students who may be at risk of causing campus violence by harming themselves or others.

Note: Information about the four phases of emergency management is available in the Department's Practical Information on Crisis Planning Guide, which is accessible on the Department's Web site at http://www.ed.gov/admins/lead/safety/crisisplanning.html.

Additional Requirements: All applicants must meet the following additional requirements.

Partner Agreements. To be considered for a grant award, an applicant must include in its application an agreement that details the higher education institution's procedures for coordination between the campus and: (1) a representative of the appropriate level of local or State government for the locality in which the campus is located (for example, the mayor, city manager, or county executive) and (2) a representative from a local or State emergency management coordinating body (for example, head of the local emergency planning council that would be involved in coordinating a large-scale emergency response effort in the campus community). The agreement must include a description of the partners' roles and responsibilities in supporting and strengthening emergency management plans for the campus as well as descriptions of the roles and responsibilities of the higher education institution in grant implementation and partner coordination. An authorized representative of the higher education institution and both of the partners identified in this paragraph must sign an assurance form acknowledging the agreement. If either of the two required partners is not present in an applicant's community, or cannot feasibly participate, the agreement must explain the absence of each missing partner.

Applications that fail to include the required agreement (or an explanation documenting why an agreement is not included

as specified in the previous paragraph), including information on partners' roles and responsibilities and on their commitment to continuation and continuous improvement (with signatures and explanations for missing signatures as specified), will not be read.

Applicants submitting on behalf of multiple campuses must include partner agreements with required partner signatures for each participating campus.

Although this program requires partnerships with other parties, administrative direction and fiscal control for the project must remain with the higher education institution.

Coordination with State or Local Homeland Security Plan. All emergency management plans must be coordinated with the Homeland Security Plan of the State or locality in which the applicant campus is located. All States submitted such a plan to the Department of Homeland Security (DHS) on January 30, 2004. To ensure that emergency services are coordinated, and to avoid duplication of effort within States and localities, an applicant must include in its application an assurance that the higher education institution will coordinate with, and follow, the requirements of its State or local Homeland Security Plan for emergency services and initiatives. This assurance must be signed by the applicant and submitted with the application.

Implementation of the National Incident Management System

(NIMS). Each applicant must agree to implement its grant in a manner consistent with the implementation of the NIMS in its community. An applicant must include in its application an assurance that it has met, or will complete, all current NIMS requirements by the end of the grant period.

Because DHS' determination of NIMS requirements may change from year to year, an applicant must refer to the most recent list of NIMS requirements published by DHS when submitting its application. In any notice inviting applications, the Department will provide applicants with information necessary to access the most recent DHS list of NIMS requirements. Information about the FY 2007 NIMS requirements for tribal governments and local jurisdictions, including higher education institutions, may be found at:

http://www.fema.gov/pdf/emergency/nims/imp_mtrx_tribal.pdf

Note: A higher education institution's NIMS compliance must be achieved in close coordination with the local government and with recognition of the first-responder capabilities held by the higher education institution and the local government. The relationship between any campus-based law enforcement or security department and plan must be considered in conjunction with the plan and capacity of local fire and rescue departments, emergency medical service providers, crisis center/hotlines, and law enforcement agencies that may be called to assist in a

large-scale disaster. Participation of the higher education

institution in the NIMS preparedness program of the local

government is essential to ensure that first-responder services

are delivered in a timely and effective manner. Additional

information about NIMS implementation is available at:

http://www.fema.gov/emergency/nims/nims_compliance.shtm

Higher education institutions that have previously received

Federal preparedness funding and are, therefore, already NIMS-

compliant should indicate that in the assurance form.

Waiver of Proposed Rulemaking: Under the Administrative

Procedure Act (5 U.S.C. 553) the Department generally offers

interested parties the opportunity to comment on proposed

priorities and other requirements. Section 437(d)(1) of GEPA,

however, allows the Secretary to exempt from rulemaking

requirements, regulations governing the first grant competition

under a new or substantially revised program authority. In the

report language accompanying the 2008 Department of Education

Appropriations Act, Congress indicated that funding recommended

for school emergency preparedness activities be used for new

grant awards to higher education institutions to develop and

implement emergency management plans for preventing campus

violence (including assessing and addressing the mental health

needs of students) and for responding to threats and incidents

of violence or natural disaster in a manner that ensures the

safety of the campus community. (House Appropriations Committee

Print explanatory statement regarding the Consolidated

Appropriations Act, 2008 (H.R. 2764; Public Law 110-161), pg.

1582). The EMHE grant competition is the first grant

competition for this program under 20 U.S.C. 7131 and,

therefore, qualifies for this exemption. In order to ensure

timely grant awards, the Secretary has decided to forgo public

comment on the priority and other requirements under section

437(d)(1) of GEPA. This priority and other requirements will

apply to the FY 2008 grant competition and any subsequent years

in which we make awards from the list of unfunded applicants

from this competition.

Program Authority: 20 U.S.C. 7131.

Applicable Regulations: The Education Department General

Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77,

79, 81, 82, 84, 85, 86, 97, 98, 99, and 299.

Note: The regulations in 34 CRF part 79 apply to all applicants

except federally recognized Indian tribes.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $5,374,000.

Contingent upon the availability of funds and the quality of

applications, we may make additional awards later in FY 2008 and

in FY 2009 and subsequent years from the list of unfunded

applicants from this competition.

Estimated Range of Awards: $50,000 - $500,000.

Estimated Average Size of Awards: $50,000 for small-sized

institutions; $250,000 for medium-sized institutions; and

$500,000 for large-sized institutions.

Estimated Number of Awards: 18.

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

notice.

Project Period: Up to 18 months.

III. Eligibility Information

    1. Eligible Applicants: Higher education institutions and

consortia thereof. For the purposes of this competition, the

term "higher education institutions" includes those institutions

described in sections 101(a), 101(b), and 102 of the Higher

Education Act of 1965, as amended (HEA), except that

institutions included in section 102 of the HEA are eligible

only to the extent that they are located within the United

States (including Puerto Rico, the United States Virgin Islands,

Guam, American Samoa, and the Commonwealth of the Northern

Mariana Islands). A copy of the relevant provisions from the HEA

will be included in the application package.

    2. Cost Sharing or Matching: This competition does not

require cost sharing or matching.

IV. Application and Submission Information

1. <u>Address to Request Application Package</u>:
You can obtain an application package via the Internet or from
the Education Publications Center (ED Pubs). To obtain a copy
via the Internet, use the following address:
http://www.ed.gov/fund/grant/apply/grantapps/index.html To
obtain a copy from ED Pubs, write, fax, or call the following:
Education Publications Center, P.O. Box 1398, Jessup, MD 20794-
1398. Telephone, toll free: 1-877-433-7827. FAX: (301) 470-
1244. If you use a telecommunications device for the deaf
(TDD), call, toll free: 1-877-576-7734.

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

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

Individuals with disabilities can obtain a copy of the
application package in an alternative format (e.g., Braille,
large print, audiotape, or computer diskette) by contacting the
person listed under <u>Alternative Format</u> in section VIII of this
notice.

2. <u>Content and Form of Application Submission</u>:
Requirements concerning the content of an application, together

with the forms you must submit, are in the application package
for this competition.

    3.   Submission Dates and Times:

Applications Available: [INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER].

Deadline for Transmittal of Applications: May 27, 2008.

     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: July 26, 2008.

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 Governmentwide Grants.gov
Apply site. The EMHE Grants competition, CFDA Number 84.184T,
is included in this project. We request your participation in
Grants.gov.

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

You may access the electronic grant application for the EMHE Grants 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 84.184, not 84.184T).

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 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the

Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You 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). 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 also 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 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII 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 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

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

Grants.gov before the application deadline date and time or if

the technical problem you experienced is unrelated to the

Grants.gov system.

b. <u>Submission of Paper Applications by Mail</u>.

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:

<u>By mail through the U.S. Postal Service</u>:

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

or

<u>By mail through a commercial carrier</u>:

U.S. Department of Education
Application Control Center, Stop 4260
Attention: (CFDA Number 84.184T)
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.

(2) A legible mail receipt with the date of mailing

stamped by the U.S. Postal Service.

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

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

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

(1) A private metered postmark.

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you 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:

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U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.184T)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
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Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 75.210 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 Notification (GAN). We may notify you informally, also.

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

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

We reference the regulations outlining the terms and conditions of an award in the <u>Applicable Regulations</u> 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. <u>Reporting</u>: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. You must also submit an interim report nine months after the award date. This report should provide 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. <u>Performance Measures</u>: We have identified the following key Government Performance and Results Act of 1993 (GPRA) performance measure for assessing the effectiveness of the EMHE

Grants program: The percentage of EMHE grantees that

demonstrate a 50 percent increase at the end of the project

period in the number of course completions by their higher

education institution personnel in key National Incident

Management System (NIMS) courses compared to the number of such

courses completed at the start of the grant project period.

This GPRA measure constitutes the Department's indicator of

success for this program. Applicants for a grant under this

program are advised to give careful consideration to this

measure in designing their proposed project. Before beginning

implementation of training connected to this grant, each grantee

will be required to determine baseline data on the total number

of these courses completed by personnel on its campus between

April 2004 (when the courses first became available) and the

project start date for their EMHE grant. Each applicant is

strongly encouraged to include this information in its

application if it is available. If it is not available during

the application phase, each grantee will be required to collect

and report baseline data in its interim report and both baseline

and final progress with regard to this measure in its final

report.

   For the purposes of this measure, "key NIMS courses" are

those identified by the Federal Emergency Management Agency

(FEMA) in the Department of Homeland Security as requirements

for NIMS compliance. To date these courses include the following: Incident Command System (ICS)-100 Introduction to ICS, ICS-200 ICS for Single Resources and Initial Action Incidents, ICS-300 Intermediate ICS, ICS-400 Advanced ICS, ICS-700 National Incident Management System: An Introduction, and ICS-800.B National Response Framework, An Introduction. ICS-100, ICS-200, ICS-700, and ICS-800.B courses are all available online as Independent Study (IS) courses offered through the FEMA's Emergency Management Institute (EMI) at: http://training.fema.gov. (It is not necessary that the key NIMS training requirements be met through a Federal source such as the on-campus resident courses or online distance learning courses offered by the EMI. The courses may also be taken through State, Tribal, and local emergency management training programs that offer equivalent, in-classroom training for completion.) NOTE: Completion of course IS-100.SC Introduction to the Incident Command System, I-100, for Schools, constitutes completion of course ICS-100. This course was specifically designed to provide ICS training within a school-based context.

VII. Agency Contact

For Further Information Contact: Tara Hill, U.S. Department of Education, 400 Maryland Ave., SW., room 3E340, Washington, DC 20202-6450. Telephone: (202) 708-9431 or by email:

tara.hill@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

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

Dated:

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

U.S. Department of Education Authorizing Legislation – No Child Left Behind Act of 2001

Subpart 2-National Programs
SEC. 4121. FEDERAL ACTIVITIES.

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

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

(b) Peer Review-The Secretary shall use a peer review process in reviewing applications for funds under this section.

U.S. Department of Health and Human Services Authorizing Legislation – 42 USC 290bb-32 (Section 520A)

Sec. 290bb-32. Priority mental health needs of regional and national significance

(a) Projects

The Secretary shall address priority mental health needs of regional and national significance (as determined under subsection (b) of this section) through the provision of or through assistance for -

(1) knowledge development and application projects for prevention, treatment, and rehabilitation, and the conduct or support of evaluations of such projects;

(2) training and technical assistance programs;

(3) targeted capacity response programs; and

(4) systems change grants including statewide family network grants and client-oriented and consumer run self-help activities.

The Secretary may carry out the activities described in this subsection directly or through grants or cooperative agreements with States, political subdivisions of States, Indian tribes and tribal organizations, other public or private nonprofit entities.

(b) Priority mental health needs

(1) Determination of needs

Priority mental health needs of regional and national significance shall be determined by the Secretary in consultation with States and other interested groups. The Secretary shall meet with the States and interested groups on an annual basis to discuss program priorities.

(2) Special consideration

In developing program priorities described in paragraph (1), the Secretary shall give special consideration to promoting the integration of mental health services into primary health care systems.

IV. General Application Instructions and Information

Tips for Preparing the Application

A completed application for assistance under this 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 program should address your specific needs and propose activities specifically designed to meet those needs. We strongly discourage you from using "form" or "template" applications or proposals that address general rather than specific local needs. Identical or substantially similar applications are not responsive to the selection and scoring criteria.

A panel of non-Federal readers 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. In addition, all signed partner agreements and assurance forms should be included as well. The Grants.gov system will allow applicants to attach as many as 10 separate appendices in this section. If you have more than 10 appendices in your application, we suggest combining several of them as one appendix and then uploading them in the **Other Attachments Form** section.

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

All applicants (Grants.gov and paper format) should adhere to the following formatting guidelines:

- ❏ Use 1-inch margins. If you submit you application in paper format by mail or hand delivery, your application must be printed on 8 ½" by 11" paper.

❏ Use consistent font no 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.

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 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

1. **Application for Federal Assistance (SF Form 424):** Use the Application for Federal Assistance and the Department of Education Supplemental Information for SF 424. The SF Form 424 is the title page of your application. Be sure that Item 11 identifies the CFDA Number for this grant competition: 84.184T and the title as Emergency Management for Higher Education.

   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 and program name 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 program name 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 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 the SF 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 absolute priority and should contain and follow in sequence the information requested for each selection criteria. Applicants should ensure that the narrative addresses all of the application requirements listed in Section II and that the narrative is easy to read and logically developed in accordance with the selection criteria. The narrative should 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, and 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. If you submit your
application via Grants.gov, attach this document to the **Budget Narrative Attachment
Form.**

**Note: Failure to submit a detailed budget narrative that will permit ED to determine if
requested funds are necessary, reasonable, and allowable, may result in significant cuts
to your request.**

For this grant competition, you may charge indirect costs using the unrestricted rate
negotiated with your cognizant Federal agency (e.g., Department of Education, Department
of Health and Human Services, Department of the Interior). Be sure to include evidence of a
federally negotiated indirect cost rate (ex, copy of an indirect cost rate agreement). If you
budget for contractual services, please note that indirect costs may only be applied to the first
$25,000 of each contract.

If you claim indirect costs in the budget for your project and do not have a negotiated rate
with the federal government, you have 90 days from the time you transmit your application
to submit the necessary paperwork to the Department to receive a negotiated indirect cost
rate. For more information about indirect cost rates, please visit
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 the
    applicant's capacity and preparation to undertake the proposed project, 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 you have more than 10 appendices in your application, we suggest combining
    several of them as one appendix and then uploading 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 discs—they will not be reviewed and
      we will not return them.

    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)
- Program-Specific Assurance (see page 90)
- Partner Agreements (see pages 91-94)

This section **may** include the following:

- Other information you wish to include in support of your institution's capacity, experience, and readiness to undertake the proposed project, including:
  - Resumes of key personnel. If personnel have yet to be hired for this proposed project, you may include a narrative description of expected staff qualifications.
  - Voluntary 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. (NOTE: These are not the same as the required partner agreements needed for this program.)
  - 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)
   - Disclosure of Lobbying Activities (Standard Form LLL)
   - Grants.gov Lobbying Form

   Electronic versions of the Standard Form 424B and the Standard Form LLL can be downloaded via the following Web site
   http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

   An electronic version of the Grants.gov Lobbying Form can be downloaded via the following Web site
   http://apply.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf.

Application Preparation Checklist

1) First steps (So, you think you'd like to apply for the grant…)

❑ Read the entire application package and accompanying <u>Federal Register</u> notice to **determine if the program is a good fit** for you--

❑ Ask:

○ Am I mostly interested in this grant to purchase communication devices or equipment?

○ Am I interested in improving and enhancing the emergency management plans across my higher education institution?

If you answer no to the first question and yes to the second question, this grant may be a good fit for you.

❑ Review **eligibility** requirements. Are you a:

○ Higher education institution?

○ Local educational agency?

> **HINT: The definition of higher education institution is on page 9.**

If you can answer yes to the first bullet, and no to the second bullet, then you are eligible to apply!

2) Second steps (You are eligible for the grant and it is a good fit for you…)

❑ Do you want to apply by electronic submission through Grants.gov?

❑ If so, you will need to:

> **HINT: This process may take several days to weeks. Begin early!**

❑ Obtain a DUNS number (see page 77 for more information)

❑ Register in the Central Contract Registration (CCR) database for the Federal Government

❑ Register as an Authorized Organization Representative (AOR)

❑ Get authorized as an AOR by your organization

❑ Follow all appropriate steps for uploading a grant application to Grants.gov

3) Working on the application

❑ Identify the required partners for your project and begin identifying what their roles and responsibilities will be on the grant.

❑ Review the selection criteria and notes sections.

❑ Ensure that the narrative addresses the selection criteria and the Absolute Priority and the other grant requirements.

❑ Review your evaluation section:
- ○ Do you address the required GPRA measure in your evaluation section?
- ○ Have you identified project-specific objectives for your project?
- ○ If you are hiring an external evaluator (which is NOT required), have you delineated a potential scope of work?

❑ Review your abstract to ensure that it is 1-page, double-spaced and briefly describes your program in a narrative format.

❑ Organize your application by following the sequence of information requested on page 88. All pages, including appendices, should be numbered consecutively to make review and evaluation easier. Applications should be double-spaced and printed single-sided.

4) Creating a budget and budget narrative

❑ Complete budget form ED524 detailing your budget. Please put your total expenditures for the 18-month budget period in the column marked "Project Year 1."

❑ If you are not submitting electronically, please double-check ALL budget figures and calculations to ensure accuracy.

❑ Complete a budget narrative that fully details the costs listed on the ED524.
- ❑ Present breakdown of costs by the budget categories on the ED524.
- ❑ Provide as much detail as possible.
- ❑ Ensure that the justification clearly links the expenses listed with the project's goals and objectives.

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

❑ Ensure that all expenses are both reasonable and allowable.

❑ Determine your negotiated, unrestricted indirect cost rate.

❑ Provide proof of your negotiated, unrestricted indirect cost rate with your application.

5) Completing assurances, forms, and certifications

❑ Working collaboratively with your partners, clearly identify and outline each partner's roles and responsibilities. You may wish to use the sample partner agreements on pages 91-94.

❑ Obtain signatures of your Authorized Representative and representatives of both required partners.

NOTE: For consortium (multi-campus) applications, each campus to be served by the grant must submit a complete set of partner agreements with appropriate signatures from their own Authorized Representative and the two required partners.

❑ Obtain the signature of your Authorized Representative for the Program-Specific Assurance (p. 90).

❑ Obtain the signature of your Authorized Representative for all required forms (SF 424, SF 424B, Assurance Non-Construction Programs, SF LLL, Disclosure of Lobbying Activities, and the Grants.gov lobbying form). These forms may be accessed at http://www.ed.gov/fund/grant/apply/appforms/appforms.html. The Grants.gov lobbying form may be accessed at http://apply.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf

❑ Ensure that the Application for Federal Education Assistance (SF 424 Form) has been completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.

6) Finalizing other issues

❑ Include the percentage of time the Project Director will be working on this project. This may be included in the budget narrative or added to the ED Supplement to the 424.

❑ Include the required GEPA 427 statement (more information is found on pages 86-87).
    ❑ Ensure that there is sufficient detail regarding specific barriers for your institution and how those barriers will be addressed in your project plan.
    ❑ Ensure that the GEPA 427 statement does more than affirm your Equal Employment Opportunity statement.

❑ As required by Executive Order 12372, notify your State Single Point of Contact about this application if required (more information can be found on page 85). A copy of the applicant's letter on letterhead should be included with the application.

❑ If submitting by hard copy, include one original, two copies, and one additional voluntary copy (unbound) of the application.

Deadline Date: Applications must be submitted electronically, postmarked, or hand delivered by May 27, 2008. Details about requirements for each submission option are located on pages 4-5.

7) What happens next?

❑ If you submit your application in hard copy, you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned P/R Award Number in approximately two weeks (depending on the volume of applications). If you submit your application electronically through Grants.Gov, you will receive an email acknowledgement with the P/R Award Number. Please refer to this number if you need to contact us about your application.

❑ OSDFS staff will screen each application to ensure that all program eligibility requirements are met and all forms are included.

❑ If your application is deemed ineligible for review, you will receive notification from OSDFS.

❑ If your application is deemed eligible for review, your application will be assigned to a three-person panel of expert reviewers who will evaluate and score your proposal according to the selection criteria in this application package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.

❑ A grant award document will be sent to applicants whose proposals score within the funding range no later than September 30, 2008.

❑ Unsuccessful applicants will receive a notification letter following notification of recipients.

❑ Both successful and unsuccessful applicants will receive copies of the peer review comments.

8) Do you still have questions?

❑ Please review the entire application package, particularly the **Frequently Asked Questions** section and the Federal Register notice.

❑ If your questions are not addressed, please contact the Competition Manager, Tara Hill at (202) 708-9431 or tara.hill@ed.gov. Please be patient, as we expect to receive a high volume of inquiries during the competition.

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 procedure established in each State under the Executive Order. The name and address of each State Single Point of Contact is listed below. *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 www.whitehouse.gov/omb/grants/spoc.html.

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 July 23, 2008, at the following address: The Secretary, EO 12372—CFDA #84.184T, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30:00 p.m. (Eastern Time) on July 23, 2008. Please do not send applications to this address.

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.

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 grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Public Reporting Burden
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 GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, 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 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, Washington, DC 20202-6450.

Final Application Submission Checklist for Applicants

___ Application for Federal Assistance (SF Form 424) is completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.

___ All required forms are signed in black or blue ink and dated by an Authorized Representative and the signed original is included with your submission.

___ One signed original and two copies of the application, including all required forms and appendices plus one voluntarily submitted additional copy, are included. All copies are unbound and each page is consecutively numbered.

Deadline Date: **May 27, 2008**. See Sections I and IV of this application package for complete application transmittal instructions and general application instructions and information.

EACH COPY OF THE APPLICATION MUST INCLUDE THE FOLLOWING:

- ❑ Application for Federal Assistance (SF Form 424)

- ❑ Department of Education Supplemental Information Form for the SF 424

- ❑ Project Abstract (one page maximum)

- ❑ Project Narrative (up to 25 pages double-spaced)

- ❑ Program-Specific Assurance (see page 90)

- ❑ Partner Agreements (see pages 91-94).

- ❑ Required forms, assurances, and certifications, including:

    - ❑ Budget Information Form (ED Form 524) and detailed budget narrative

    - ❑ Assurances, Non-Construction Programs (ED Form 424B)

    - ❑ Disclosure of Lobbying Activities (Standard Form–LLL)
      NOTE: The Authorized Representative must sign this form even if it is not applicable to the applicant

    - ❑ Grants.gov Lobbying Form

- ❑ Narrative response to GEPA 427

- ❑ Copy of letter to State Single Point of Contact

- ❑ Proof of federally negotiated indirect cost rate (if claiming indirect costs)

V. Appendices and Forms

- Program-Specific Assurance

- Partner Agreements (3 pages)

- 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)

- Assurances – Non-Construction Programs (Standard Form 424B)

- Disclosure of Lobbying Activities (Standard Form LLL)

- Grants.gov Lobbying Form

Program-Specific Assurance

If you are submitting an electronic application, you must print out the form below, complete, and either upload all signed forms to the Other Attachments Form on Grants.gov or fax it (along with the ED 424 and other forms) to the Office of Safe and Drug-Free Schools at (202) 205-5722 or (202) 260-7767 within (3) working days of submitting your electronic application. You must indicate your PR/Award number in the upper right corner of the form and should send the fax to Attention: Tara Hill.

As the duly Authorized Representative of this higher education institution, I certify that the campus:

1. Has contacted the State and/or local emergency management agency and will coordinate emergency management efforts with the State and/or local Homeland Security Plan;

2. Will work with community partners to complete all Fiscal Year 2007 National Incident Management System (NIMS) requirements by the end of the grant period;

_____

Name of Higher Education Institution

_____   _____

Applicant Campus   (City, State)   **Date Submitted**

_____   _____

Signature of Authorized Representative   **Title**

Partner Agreements (Directions)

To be considered for an EMHE grant award, **all higher education institutions (eligible applicants) receiving services through this grant** must include signatures from the two required partners for this program: (1) a representative of the appropriate level of local or State government for the locality in which the campus is located and (2) a representative from local or State emergency management coordinating body for the locality in which the campus is based.

We have provided the following pages to help you obtain the necessary signatures. You may choose another format to obtain necessary signatures and descriptions of roles. **However, to be considered, you MUST have both partner signatures AND in any space where a signature is missing, an explanation must be provided for why a signature could not be included.**

Providing only signatures does NOT meet the requirements for this grant competition. In addition to providing signatures, the higher education institution, as well as each partner, must detail its specific role and responsibility in strengthening and improving the emergency management planning efforts through the proposed EMHE project. **Applications that do not provide all three signatures and detailed descriptions of each partner's roles and responsibilities (or an explanation explaining their absence) will NOT BE READ.**

If you are submitting an electronic application, you must print out the form below, complete, and either upload all signed forms to the Other Attachments Form or fax it (along with the ED 424 and other forms) to OSDFS at (202) 205-5722 or (202) 260-7767 within (3) working days of submitting your electronic application. Please send the fax attention: Tara Hill. You must indicate your PR/Award number in the upper right corner of the form.

NOTE: For consortium applications, each campus to be served by the grant must submit a complete set of partner agreements with appropriate signatures from their own Authorized Representative and the two required community partners.

Partner Agreements (page 1 of 3)

Required Signature of the Authorized Representative

Name of Higher Education Institution: _____

Location of Campus (City, State): _____

Signature of the Authorized Representative: _____

Title of the Authorized Representative: _____

Date: _____

Description of the applicant's role and responsibility in grant implementation and partner coordination for the EMHE grant project:

_____

_____

_____

_____

_____

__Partner Agreement 1: Local or State Government (page 2 of 3)__

Name of Higher Education Institution: _____

Below is a signature from a representative of the local or State government for the locality in which my campus is located:

Signature:_____

Name of Local/State Government: _____

Title of Signatory:_____

Date: _____

Description of local/State government's roles and responsibilities in reviewing and improving the campus-based plan and supporting the EMHE grant project:

_____

_____

_____

_____

_____

_____

My campus is unable to include this signature for the following reason(s):

_____

_____

Partner Agreement 2: Local or State Emergency Management Coordinating Body (page 3 of 3)

Name of Higher Education Institution: _____

Below is a signature from a representative of the local or State emergency management coordinating body for the locality in which my campus is located:

Signature:_____

Name of Emergency Management Coordinating Body:

_____

Title of Signatory:_____

Date: _____

Description local or State emergency management coordinating bodies roles and responsibilities in reviewing and improving the campus-based plan and supporting the EMHE grant project:

_____

_____

_____

_____

_____

_____

My campus is unable to include this signature for the following reason(s):

_____

_____