Foundations for Learning Grants Program

Promotion of School Readiness through Early Childhood Emotional, Behavioral and Social Development

CFDA #84.215H

Information and Application Procedures for Fiscal Year 2009

Application Deadline: February 24, 2009

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

Dear Colleague:

Thank you for your interest in the Foundations for Learning Grants Program (CFDA 84.215H) administered by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

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

The Foundations for Learning Program supports the President's vision by helping young children to become ready for school through early childhood social emotional, and behavioral development. We encourage you to consider the four important principles embodied in the NCLB as you develop your application.

We look forward to receiving your application for support under the Foundations for Learning Program.

Sincerely,

/s/

Deborah A. Price

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APPLICATION SUBMISSION PROCEDURES

Optional Submission of Electronic Applications
Application Transmittal Instructions

Applications for grants under this 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 you 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 Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

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, the Grants.gov Submission Procedures and Tips document found in the application package instructions, and visit www.grants.gov.

You may access the electronic application for the Foundations for Learning at the following websites: www.grants.gov or www.ed.gov/programs/learningfoundations/applicant.html.

Applications Sent by Mail
You must mail the original and two copies of the application on or before the deadline date to the address below. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3rd copy of your application.

Please mail copies to:
    U.S. Department of Education
    Application Control Center
    Attention: CFDA# 84.215H
    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.
(1) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Commercial Carrier:
Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; 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, United Parcel Service, etc. should be mailed to the:

> **U.S. Department of Education**
> **Application Control Center – Stop 4260**
> **Attention: CFDA# 84.215H**
> **7100 Old Landover Road**
> **Landover, MD   20785-1506**

Applications Delivered by Hand
You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional 3 copies of your application.

Please hand-deliver copies to:

> **U.S. Department of Education**
> **Application Control Center**
> **Attention: CFDA# 84.215H**
> **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 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays.

GRANTS.GOV Submission Procedures And Tips For Applicants

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
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: 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 pm 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: 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 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: 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 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 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 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: www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf, and/or contact Grants.gov Customer Support (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.)

Additional Tips - Attaching Files
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 ED 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 which 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 that you keep your file names to less than 50 characters.

PROGRAM BACKGROUND INFORMATION

General Information

Overview
We will awards grants under this competition to develop innovative approaches that link school systems with the mental health systems to ultimately increase student access to high-quality mental health care.

Eligibility
Eligible applicants under this competition are local educational agencies (LEAs); local councils; community-based organizations (CBOs), including faith-based organizations, provided that they meet the applicable statutory and regulatory requirements; other public and nonprofit private entities; or a combination of such entities.

Authority
This grant program is authorized under Title V, Part D, Subpart 14, Section 5542 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (Public Law 107-110).

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

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

Project Period
The project period for this grant is for up to 18 months. No continuation awards will be provided. Budgets should be developed for up to a single 18-month period.

Estimated Range of Awards
$200,000-$300,000. The Administration's budget request for FY 2009 does not include funds for this program. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in later in FY 2009 and in subsequent years from the list of unfunded applications from this competition.

Application Requirements

Applications submitted under this program must include the following:

1. A description of the population that the applicant intends to serve and the types of services to be provided under the grant;

2. A description of the manner in which services under the grant will be coordinated with existing similar services provided by public and nonprofit private entities within the State; and

3. An assurance that--
     - Services under the grant will be provided by or under the supervision of qualified professionals with expertise in early childhood development;
     - These services will be culturally competent;
     - These services shall will be provided in accordance with the permissible uses of funds as described elsewhere in this notice;
     - Funds will be used to supplement, and not supplant, non-Federal funds; and
     - Parents of students participating in services will be involved in the design and implementation of the services.

Limitations
  - Grant funds may be used only to pay for services that cannot be paid for using other Federal, State, or local public resources or through private insurance.
  - A grantee may not use more than 3 percent of the amount of the grant to pay the expenses of administering the authorized activities, including assessment of children's eligibility for services.

Participation of Faith-Based Organizations
Faith-based organizations are eligible to apply for grants under this competition provided they meet all statutory and regulatory requirements.

Application Due Date
February 24, 2009

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

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 or another party designated to answer

questions in the event the project director and authorized representative are unavailable.

Human Subjects Research
Please see Item 3 of the instructions for Supplemental Information for Standard Form 424 in Section IV of this application package. Projects funded under this grant program may be subject to protection of human subjects research requirements. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at 202-260-3353.

The U.S. Department Of Education's (ED) Expectations
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 how their program is operating; maintain records on the extent to which their program objectives are being met; include specific performance measures in their evaluation plan; and make ongoing project information, findings, and products available to ensure the dissemination of knowledge gained from this effort during the grant period.

Grantee Meetings
All applicants must budget for attendance at the following meetings during the project period for:

- One person at a new grantee meeting, lasting one day.
- Two people at the annual OSDFS National Conference, lasting three days.

These meetings will usually be held in Washington, DC. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, and per diem.

Definitions
(1) The term "eligible child" means a child who has not attained the age of 7 years, and to whom two or more of the following characteristics apply:

- The child has been abused, maltreated, or neglected.
- The child has been exposed to violence.
- The child has been homeless.
- The child has been removed from childcare, Head Start, or preschool for behavioral reasons or is at risk of being so removed.
- The child has been exposed to parental depression or other mental illness.
- The family income with respect to the child is below 200 percent of the poverty line.
- The child has been exposed to parental substance abuse.
- The child has had early behavioral and peer relationship problems.
- The child had a low birth weight.
- The child has a cognitive deficit or development disability.

(2) The term "parent" includes a legal guardian or other person standing in <u>loco</u> <u>parentis</u> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

(3) The term "local council" means a council that is established or designated by a local government entity, Indian tribe, regional corporation, or native Hawaiian entity, as appropriate, which is composed of representatives of local agencies directly affected by early learning programs, parents, key community leaders, and other individuals concerned with early learning issues in the locality, such as elementary education, child care resource and referral services, early learning opportunities, child care, and health services.

(4) The term "local educational agency" (LEA) means:

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

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

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

- The term includes educational service agencies and consortia of those agencies.

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

(5) The term "non-profit" refers to an agency, organization, or institution, that is owned and operated by one or more corporations or associations whose net earnings do not benefit, and cannot lawfully benefit, any private shareholder or entity.

(6) The term "community-based organization" means a public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community and provides educational or related services to individuals in the community.

Program Contact
Dana Carr, Office of Safe and Drug-Free Schools; (phone) 202-245-7868, (e-mail) dana.carr@ed.gov, 550 12th Street, SW, Room 10096, Washington, DC 20202-6450.

Paperwork Burden Statement

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1894-0006. The time required to complete the information collection is estimate to average 25 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 550 12th St., SW Room 10096, Washington, DC 20202-6450.

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 clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service deliver, and customer satisfaction.

The Secretary has established the following key performance measures for assessing the effectiveness of the Foundations for Learning Program:

1. The percentage of eligible children served by the grant attaining measurable gains in emotional, behavioral, and social development; and

2. The percentage of eligible children and their families served by the grant receiving individualized support from child-serving agencies or organizations.

These two measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these two measures in conceptualizing the approach and evaluation of their proposed project. If funded, applicants will be required to collect and report data in their interim and final reports about progress toward these measures. Recipients will be expected to collect multiple data points, including at the beginning of the project (baseline data), during the project (interim data), and at the end (final data). The Secretary will use this information to respond to the evaluation requirements concerning this program established in Section 5541(f) of the ESEA.

Background and Introduction

Success in school is often subject to a child's ability to recognize and regulate his or her own emotions and behavior. This self-discipline allows children to develop self-direction, resolve conflict with peers, and cooperate with others. Studies have shown that a number of risk factors, such as poverty, parental depression and substance abuse, abuse and neglect, homelessness, low birth weight, and other medical causes may affect a child's readiness for school. When more than one of these risk factors is present, the probability of early school failure increases.

According to information provided in Section 2 of the Foundations for Learning Act as introduced by the 107th Congress in 2001, kindergarten teachers are reporting an increase in the number of children unprepared to cope with the demands of school not because of academic capability, but the lack of social skills and emotional self-regulation necessary to succeed.   In Rimm-Kaufman Pianta and Cox (2000), 46 percent of kindergarten teachers reported that at least half of their class had difficulty following direction, 34 percent reported that half of the class or more had difficulty working as part of a group, and 20 percent said that at least half of the class had problems with social skills. [1]   However, through early interventions, children can gain skills that may result in later savings in public expenditures for special education, income support, and criminal justice. Early interventions may also increase the likelihood children will follow a more favorable developmental and academic path.

Head Start programs and other childcare providers can also help to shape a child's emotional and social development. In a recent study entitled *Neurons to Neighborhoods,* conducted by the Board on Children, Youth, and Families of the Institute of Medicine, it was determined that more than 32 percent of all young children are affected by at least one risk factor such as low income, low maternal education, or single-parent status, and 16 percent are in families with two or more socio-demographic risks. Teachers and child care providers are likely to find that, while some children do very well despite exposure to these risks, other children struggle with a range of emotional and behavioral difficulties that make the tasks of teaching and care giving very difficult.   Therefore, childcare and early childhood education providers need to promote social skills for children in order to reduce challenging behavior in the classroom and facilitate a positive learning climate. [2]

Parents are likely to be the most influential adults in their children's lives and are responsible for promoting their children's healthy development.   Research demonstrates that a child's development is deeply influenced by the relationships with parents, the behavior of parents, and the environment in the home. A report published by the National Center for Children in Poverty indicates that parents can become more effective in encouraging healthy emotional development in their young children once their own barriers such as poor parenting practices, substance abuse, domestic violence, depression, inappropriate expectations about child development, and other stressors have been addressed. [3]

Programs that prepare children for school should also be sensitive and responsive to their cultural diversity. The National Center for Children in Poverty explains that those who provide services and supports to young children and families have a special obligation to be responsive to ethnic and cultural strengths and customs and to facilitate understanding among different ethnic and cultural groups.[3]

For children to succeed in the transition to school, they must be able to: accurately identify emotions in themselves and others, relate to teachers and peers in positive ways, manage feelings of anger, frustration, and distress when faced with emotionally charged situations, enjoy academic learning and approach it enthusiastically, and work attentively, independently, and cooperatively in a structured classroom environment.[4] The Foundations for Learning Grant program will support projects that help children become ready for school. Grants under the program will focus on a child's emotional, social, and behavioral development and will coordinate with services through community resources for individualized support to children and their families.

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[1] Rimm-Kauffman, S., Pianta, R., & Cox, M. (2000), Teachers' Judgments of Problems in the Transition to Kindergarten, Early Childhood Research Quarterly, 15 (2), 147-166.

[2,4] Knitzer, J. (2002). Ready to Enter (What Research Tells Policymakers About Strategies to Promote Social and Emotional School Readiness Among Three- and Four-Year-Old Children), New York, NY. National Center for Children in Poverty, Columbia University Mailman school of Public Health.

[3] Knitzer, J. (2001). Building Services and Systems to Support the Healthy Emotional Development of Young Children (Promoting the Emotional Well-being of Children and Families Policy Paper No. 1). New York, NY: National Center for Children in Poverty, Columbia University Mailman School of Public Health.

Priority and Application Requirements

In accordance with 34 CFR 75.105 (b)(2)(iv), this priority is from section 5542 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001, 20 U.S.C. 7269a (ESEA).

Absolute Priority

For FY 2005 and any subsequent year in which we make awards on the basis of the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority. This priority is: Grants to local educational agencies, local councils, community-based organizations, including faith-based organizations, and other public and nonprofit private entities, or a combination of such entities, to assist eligible children to become ready for school.

To be eligible for funding, a project must propose **one or more** of the following:

(1) To deliver services to eligible children and their families that foster eligible children's emotional, behavioral, and social development;

(2) To coordinate and facilitate access by eligible children and their families to the services available through community resources, including mental health, physical health, substance abuse, educational, domestic violence prevention, child welfare, and social services;

(3) To provide ancillary services such as transportation or child care in order to facilitate the delivery of any other authorized services or activities;

(4) To develop or enhance early childhood community partnerships and build toward a community system of care that brings together child-serving agencies or organizations to provide individualized supports for eligible children and their families;

(5) To evaluate the success of strategies and services provided pursuant to the grant in promoting young children's successful entry to school and to maintain data systems required for effective evaluations; and

(6) To pay for the expenses of administering the grant activities, including assessment of children's eligibility for services.

Application Requirements

Applications submitted under this program must include the following:

1. A description of the population that the applicant intends to serve and the types of services to be provided under the grant;

2. A description of the manner in which services under the grant will be coordinated with existing similar services provided by public and nonprofit private entities within the State; and

3. An assurance that--
    a. Services under the grant will be provided by or under the supervision of qualified professionals with expertise in early childhood development;
    b. These services will be culturally competent;
    c. These services shall will be provided in accordance with the permissible uses of funds as described elsewhere in this notice;
    d. Funds will be used to supplement, and not supplant, non-Federal funds; and
    e. Parents of students participating in services will be involved in the design and implementation of the services.

Selection Criteria

The following selection criteria will be used to evaluate applications. 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. The maximum score for each criterion is indicated in parentheses.   [Note: *The criteria contain weighted subcriteria. Applicants must* address each subcriterion to qualify for the maximum number of points for each criterion.]

1) Need – 5 points
2) Significance - 15 points
3) Quality of the Project Design - 30 points
4) Quality of the Project Services - 30 points
5) Quality of the Management Plan - 5 points
6) Quality of the Project Evaluation - 15 points

1. Need (5 points)

In determining the need of the proposed project, the following factor will be considered:

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

(*Note*: Applicants is encouraged describe the target population for the program, including the characteristics of eligible children. Please note, the term "eligible child" means a child who has not attained the age of 7 years, and to whom **two or more** of the following characteristics apply: The child has been abused, maltreated, or neglected; The child has been exposed to violence; The child has been homeless; The child has been removed from childcare, Head Start, or preschool for behavioral reasons or is at risk of being so removed; The child has been exposed to parental depression or other mental illness; The family income with respect to the child is below 200 percent of the poverty line; The child has been exposed to parental substance abuse; The child has had early behavioral and peer relationship problems; The child had a low birth weight; The child has a cognitive deficit or development disability.)

2. Significance (15 points)

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

The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

(*Note*: In your proposal, reviewers will look at the quality and feasibility of the applicant's plan to develop or enhance early childhood community partnerships in order to build a

community system of care.)

3. Quality of Project Design (30 points)

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

(a) *The extent to which the design of the proposed project reflects up-to-date knowledge from research and effective practice. (10 points)*

(b) *The extent to which the proposed project encourages parental involvement. (10 points.)*

(c) *The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance. (10 points)*

(*Note*: In your proposal, reviewers will look at the quality of the applicant's plan to comprehensively address the emotional, behavioral, and social development of eligible children.)

4. Quality of Project Services (30 points)

In determining the quality of project services of the proposed project, the following factors will be considered:

(a) *The likely impact of the services to be provided by the proposed project on the intended recipients or those services. (15 points)*

(b) *The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services. (15 points)*

(*Note*: In your proposal, reviewers will look for evidence that the applicant is likely to achieve success with respect to performance measures for this program.)

5. Quality of Management Plan (5 points)

In determining the quality of management plan of the proposed project, the following factor will be considered:

How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

(*Note*: In your proposal, reviewers will look at the applicant's ability to coordinate existing similar services.)

6. Quality of Program Evaluation (15 points)

In determining the quality of program evaluation of the proposed project, the following factors will be considered:

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

(b) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. (10 points)

(*Note*: In your proposal, reviewers will look at the quality of the applicant's plan to provide (a) reliable data that accurately measures changes in emotional, behavioral, and social development, and (b) individualized services. Also, applicants should discuss their approach for data collection on the required GPRA measures.)

Frequently Asked Questions

General Questions

What is the deadline date for applications under this grant competition?
February 24, 2009.

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

What steps can I take to maximize my chances of receiving a grant?
➢ Before preparing your application, read the application package carefully and completely.
➢ Follow all of the instructions exactly.
➢ If you're uncertain about any aspects of this application package, 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 for this grant competition, it will not be considered for funding.
➢ A panel of three persons will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not allowed to give you "the benefit of the doubt"; therefore, if it is not in your application, they cannot award points for it.
➢ Be sure that your application includes a budget request (ED Form 524) and a complete narrative justification for the entire 18-month period.
➢ Be sure to mail in your application on or before the deadline date of April 13, 2007.

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

Who do I contact for more information about this grant competition?
Dana Carr, U.S. Department of Education, 550 12th Street, SW, Room 10096, Washington, DC 20202-6450, Phone: 202.245.7868, Fax: 202.458.0041, E-mail: dana.carr@ed.gov.

Electronic Submission

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

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 4-9 of this application package. Please follow the instructions carefully.

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

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

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

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

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

What if I have not received a validation by the closing date?
If you submit your application within two days prior to the application transmittal deadline, you may not receive your validation or rejection notification until after the closing date. We recommend that if you have not received the two e-mail notifications indicating receipt and validation by 4:30:00 p.m. (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 D-U-N-S 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: www.grants.gov/applicants/applicant_faqs.jsp#54.

We also suggest reading all the FAQs on Grants.gov (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 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 to the Department of Education. These documents may be faxed to (202) 485-0041 to the attention of Dana Carr and must be received within three days of your application submission.

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

Program-Specific Questions

What is the goal of this grant competition?
The goal of this grant competition is to provide funds to support projects that assist eligible children become ready for school.

Who is eligible to apply?
Eligible applicants under this competition are local educational agencies (LEAs); local councils; community-based organizations (CBOs), including faith-based organizations, provided that they meet the applicable statutory and regulatory requirements; other public and nonprofit private entities; or a combination of such entities.

How is the term "eligible child" defined?
The term "eligible child" means a child who has not attained the age of 7 years, and to whom *two or more* of the following characteristics apply:

- The child has been abused, maltreated, or neglected.
- The child has been exposed to violence.
- The child has been homeless.
- The child has been removed from childcare, Head Start, or preschool for behavioral reasons or is at risk of being so removed.
- The child has been exposed to parental depression or other mental illness.
- The family income with respect to the child is below 200 percent of the poverty line.
- The child has been exposed to parental substance abuse.
- The child has had early behavioral and peer relationship problems.
- The child had a low birth weight.
- The child has a cognitive deficit or development disability.

What are the project and budget periods for these grants?
The project period for this program is 18 months. No continuation awards will be provided. A single budget should be submitted for the entire 18-month period.

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

Are we required to hire an external evaluator?
No. If there is a qualified person or office internal to the entity, that person or entity may conduct evaluation activities.

Should we identify a specific evaluator in the application?
If you are planning to use staff that are currently employed by the applicant organization (such as a professor that has agreed to provide evaluation services), then you may identify the evaluator. If you are planning to hire an external evaluator, you would need to undertake a fair and open bidding process pursuant to your policies and procedures on procuring services, if awarded the grant. In your application, please describe the

type of person that would be sought to evaluate the program, including skills and qualifications, as well as the proposed scope of work for any potential evaluator.

In considering the first GPRA measure, designed to assess the percentage of eligible children attaining measurable gains in emotional, behavioral, and social development, are there specific measurement tools that are recommended?
Four assessment tools have been determined to be appropriate to assess this measure:

- Ages and Stages (ASQ-SE)
- Devereux Early Childhood Assessment (DECA)
- Preschool and Kindergarten Behavior Scales- Second Edition (PKBS-2)
- Social Skills Rating System (SSRS).

These four assessment tools are a) valid and reliable for the population they were developed for; b) commonly used; c) appropriate for use with children within the 0-7 age range; and d) are available in at least one other language.

Measurable gains should be defined based on how the findings for each assessment are reported (such as increase in a percentile score, increase in a t-score, or an increase in the developmental quotient).

Please note that use of these four cited assessment tools is not required. If other tools are identified, their applicability to assessing this measure should be described and explained in the application, along with evidence of their reliability and validity for use with children 0-7.

How should applicants adequately address the second GPRA measure, which considers the percentage of children and their families receiving individualized support from child-serving agencies and organizations?

To address this GPRA measure, applicants will need to be able to calculate the percentage of children and/or their families who were referred to and received additional services as a result of their participation in the program developed by the applicant. Applicants should describe how they will track whether children and/or their direct family have a) been referred to services, and b) received these services. Applicants should also describe the types of services that will be counted under this measure.

Funding and Budget-Related Questions

How much money is available under this grant competition?
The Administration has requested $982,000 for new awards under this program for FY 2007. The actual level of funding, if any, depends on final congressional action. This figure is only an estimate and does not bind the Department to any specific level of funding.

How many new awards will be made?

We estimate that we will award 4 new grants.

What is the average amount of each grant?
Projects will be funded for approximately $200,000 to $300,000, depending upon the scope of work. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

Is there a matching requirement?
No.

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

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

If your organization prefers to use all of its grant funds for direct project costs, you are not required to charge the grant for indirect costs. If you wish to charge indirect costs, however, *you must use a **negotiated restricted indirect cost rate** for this competition.* This rate permits grantees to distribute indirect costs across grants so that grantees are able to recover these costs for grant funds without supplanting the grantee's own funds.

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

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

Who in my organization may be able to provide information about our negotiated, restricted indirect cost rate?
If you do not know your negotiated, restricted indirect cost rate, please contact your business office. Please note, you will need to submit proof of this cost rate, such as a signed letter or a page from a state web site.

For my GEPA 427 statement, is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?
No. An organization's non-discrimination statement is not sufficient to meet the GEPA requirements. A GEPA statement should outline an entity's potential barriers and solutions to equal access, specific to the proposed project.

Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?
There is no daily limit or cap for consultant fees. Information related to these fees should be included on ED Form 524 under the Contractual budget category. Also, applicants should be sure to fully substantiate all expenditures in the budget narrative. Costs should be reasonable and commensurate with the activities described and appropriate to the scope and scale of the proposed project.

May I use funds from this grant to provide meals for the children participating in the program?
No, funds may not be used to purchase food, provide incentives for participation, or purchase any other item not directly related to the program.

Do I have to get bids for goods and services under this grant?
Generally, all procurement transactions must be conducted in a manner providing full and open competition, consistent with the standards in Section 80.36 of the Education Department General Administrative Regulations (EDGAR). This section requires that grantees use their own procurement procedures (which reflect State and local laws and regulations) to select contractors, provided that those procedures meet certain standards described in EDGAR. (EDGAR is available online at: www.ed.gov/policy/fund/reg/edgarReg/edgar.html; see Section 80.36 for details about these procurement standards.)

Because grantees must use appropriate procurement procedures to select contractors, applicants **should not** include information in their grant applications about specific contractors that will be used to provide services for the proposed project.

Consistent with the limitations in Section 75.515 of EDGAR concerning the use of consultants, contractors or consultants may be used to help prepare grant applications, but their participation in the application development process should not be presumed to result in the receipt of a contract for work under the project if a grant is awarded.

LEGAL AND REGULATORY DOCUMENTS

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Foundations for Learning

Notice inviting applications for new awards for fiscal year (FY) 2009.

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

Dates:

Applications Available: December 24, 2008.

Deadline for Transmittal of Applications: February 24, 2009.

Deadline for Intergovernmental Review: April 27, 2009.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: This program supports projects to help eligible children become ready for school.

Priority:

   In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 5542 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (ESEA), 20 U.S.C. 7269a.

Absolute Priority:

For FY 2009 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is: Grants to local educational agencies (LEAs), local councils, community-based organizations (CBOs), including faith-based organizations, and other public and nonprofit private entities, or a combination of such entities, to assist eligible children to become ready for school.

To be eligible for funding, a project must propose one or more of the following:

(1) To deliver services to eligible children and their families that foster eligible children's emotional, behavioral, and social development.

(2) To coordinate and facilitate access by eligible children and their families to the services available through community resources, including mental health, physical health, substance abuse, educational, domestic violence prevention, child welfare, and social services.

(3) To provide ancillary services such as transportation or child care in order to facilitate the delivery of any other authorized services or activities.

(4) To develop or enhance early childhood community partnerships and build toward a community system of care that

brings together child-serving agencies or organizations to provide individualized supports for eligible children and their families.

(5) To evaluate the success of strategies and services provided pursuant to the grant in promoting young children's successful entry to school and to maintain data systems required for effective evaluations.

(6) To pay for the expenses of administering the grant activities, including assessment of children's eligibility for services.

Program Authority: 20 U.S.C. 7269a.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, 99, and 299.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration's budget request for FY 2009 does not include funds for this program. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards later in FY 2009 and FY 2010 from the list of unfunded applicants from this competition.

Estimated Range of Awards: $200,000-$300,000.

Estimated Average Size of Awards: $245,500.

Estimated Number of Awards: 4.

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

Project Period: Up to 18 months.

III. Eligibility Information

1. Eligible Applicants: (1) LEAs, including charter schools that are considered LEAs under State law; (2) local councils; (3) CBOs, including faith-based organizations; (4) other public or nonprofit private entities; or (5) a combination of such entities.

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

b. Supplement-Not-Supplant: This program involves supplement-not-supplant funding requirements in accordance with section 5541(i) of the ESEA.

IV. Application and Submission Information

1. Address to Request Application Package:

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: www.ed.gov/programs/learningfoundations/applicant.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 program or competition as follows: CFDA number 84.215H.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Accessible Format in section VIII of this notice.

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

3. <u>Submission Dates and Times</u>:

Applications Available: December 24, 2008.

<u>Deadline for Transmittal of Applications</u>: February 24, 2009.

Applications for grants under this program 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. <u>Other Submission Requirements</u> of this notice.

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

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under <u>For Further Information Contact</u> in section VII of 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: April 27, 2009.

4. <u>Intergovernmental Review</u>: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs

under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions:

Limitations on Use of Funds

(1) Grant funds may be used only to pay for services that cannot be paid for using other Federal, State, or local public resources or through private insurance.

(2) A grantee may not use more than three percent of the amount of the grant to pay the expenses of administering the authorized activities, including assessment of children's eligibility for services (20 U.S.C. 7269a).

We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements:

Applications for grants under this program may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

We are participating as a partner in the Governmentwide Grants.gov Apply site. Foundations for Learning, CFDA number 84.215H, 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

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 Foundations for Learning at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.215, not 84.215H).

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 program 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 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

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.

- 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 of 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 following address:

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U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.215H)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC  20202-4260
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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:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.215H)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

Selection Criteria: The selection criteria for this program are 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. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. You must also submit an interim progress report twelve 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 www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: The Secretary has established the following key performance measures for assessing the effectiveness of the Foundations for Learning grants program: (1) the percentage of eligible children served by the grant attaining measurable gains in emotional, behavioral, and social development; and (2) the percentage of eligible children and their families served by the grant receiving individualized support from child-serving agencies or organizations.

Note that in applying the selection criteria to be used in this competition for "Quality of project services" and "Quality of the project evaluation," the Secretary will take into consideration the extent to which the applicant demonstrates a strong capacity to provide reliable data on these indicators.

VII. Agency Contact

For Further Information Contact: Dana Carr, U.S. Department of Education, 400 Maryland Avenue, SW., room 10096, PCP, Washington, DC 20202-6450. Telephone: (202) 245-7868 or by e-mail: dana.carr@ed.gov.

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

VIII. Other Information

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

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

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. 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.

Subpart 14—Grants to Improve the Mental Health of Children
SEC. 4121. Promotion of School Readiness Through Early Childhood Emotional and Social Development

(a) AUTHORIZATION- The Secretary, in consultation with the Secretary of Health and Human Services, may award grants (to be known as Foundations for Learning Grants') to local educational agencies, local councils, community-based organizations, and other public or nonprofit private entities to assist eligible children to become ready for school.

(b) APPLICATIONS- To be eligible to receive a grant under this section, a local educational agency, local council, community-based organization, or other public or nonprofit private entity, or a combination of such entities, shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may reasonably require. The application shall include each of the following:

> (1) A description of the population that the applicant intends to serve and the types of services to be provided under the grant.
> (2) A description of the manner in which services under the grant will be coordinated with existing similar services provided by public and nonprofit private entities within the State.
> (3) An assurance that —
> > (A) services under the grant shall be provided by or under the supervision of qualified professionals with expertise in early childhood development;
> > (B) such services shall be culturally competent;
> > (C) such services shall be provided in accordance with subsection (c);
> > (D) funds received under this section shall be used to supplement, and not supplant, non-Federal funds; and
> > (E) parents of students participating in services under this section will be involved in the design and implementation of the services.

> (c) USES OF FUNDS- A local educational agency, local council, community-based organization, or other public or nonprofit private entity that receives funds under this section may use such funds to benefit eligible children, for one or more of the following:
> > (1) To deliver services to eligible children and their families that foster eligible children's emotional, behavioral, and social development and take into consideration the characteristics described in subsection (f)(1).
> > (2) To coordinate and facilitate access by eligible children and their families to the services available through community resources, including mental health, physical health, substance abuse, educational, domestic violence prevention, child welfare, and social services.
> > (3) To provide ancillary services such as transportation or child care in order to facilitate the delivery of any other services or activities authorized by this section.
> > (4) To develop or enhance early childhood community partnerships and build toward a community system of care that brings together child-serving agencies or organizations to provide individualized supports for eligible children and their families.
> > (5) To evaluate the success of strategies and services provided pursuant to this section in promoting young children's successful entry to school and to maintain data systems required for effective evaluations.

(6) To pay for the expenses of administering the activities authorized under this section, including assessment of children's eligibility for services.

(d) LIMITATIONS-

(1) SERVICES NOT OTHERWISE FUNDED- A local educational agency, local council, community-based organization, or other public or nonprofit private entity may use funds under this section only to pay for services that cannot be paid for using other Federal, State, or local public resources or through private insurance.

(2) ADMINISTRATIVE EXPENSES- A grantee may not use more than 3 percent of the amount of the grant to pay the administrative expenses described in subsection (c)(6).

(e) EVALUATIONS- The Secretary shall directly evaluate, or enter into a contract for an outside evaluation of, each program carried out under this section and shall disseminate the findings with respect to such evaluation to appropriate public and private entities.

(f) DEFINITIONS- In this section:

(1) ELIGIBLE CHILD- The term eligible child' means a child who has not attained the age of 7 years, and to whom two or more of the following characteristics apply:

(A) The child has been abused, maltreated, or neglected.

(B) The child has been exposed to violence.

(C) The child has been homeless.

(D) The child has been removed from childcare, Head Start, or preschool for behavioral reasons or is at risk of being so removed.

(E) The child has been exposed to parental depression or other mental illness.

(F) The family income with respect to the child is below 200 percent of the poverty line.

(G) The child has been exposed to parental substance abuse.

(H) The child has had early behavioral and peer relationship problems.

(I) The child had a low birth weight.

(J) The child has a cognitive deficit or developmental disability.

(2) LOCAL COUNCIL- The term local council' means a council that is established or designated by a local government entity, Indian tribe, regional corporation, or native Hawaiian entity, as appropriate, which is composed of representatives of local agencies directly affected by early learning programs, parents, key community leaders, and other individuals concerned with early learning issues in the locality, such as elementary education, child care resource and referral services, early learning opportunities, child care, and health services.

(3) PROVIDER OF EARLY CHILDHOOD SERVICES- The term provider of early childhood services' means a public or private entity that has regular contact with young children, including child welfare agencies, child care providers, Head Start and Early Head Start providers, preschools, kindergartens, libraries, mental health professionals, family courts, homeless shelters, and primary care providers.

GENERAL APPLICATION INSTRUCTIONS AND INFORMATION

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 the specific needs of the applicant and propose activities specifically designed to meet those needs. We strongly discourage applicants from using "form" applications or proposals that address general rather than specific local needs. Identical or substantially similar applications are not responsive to the scoring criteria.

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

If you apply via Grants.gov, you will use the following Grants.gov narrative forms:
- ED Abstract Form
- Project Narrative Attachment Form
- Other Attachments Form
- Budget Narrative Attachment Form

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

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

The **Other Attachments Form** is where you will attach proposal appendices, such as curriculum vitae of key personnel, letters of commitment, and samples of evaluation instruments. The Grants.gov system will allow applicants to attach as many as 10 separate appendices in this section.

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

All applicants should adhere to the following formatting guidelines:
- Use 1-inch margins. If you submit your application in paper format by mail or hand delivery, your application must be printed on 8 1/2" by 11" paper.

- Use consistent font no smaller than 11-point type throughout your document (you may use smaller text in charts or tables, as long as the text is legible). 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. This is the title page of your application. Be sure that Item 11 identifies the CFDA Number for this grant competition: 84.215H and the Title as Foundations for Learning.

Under Item 3 in the ED Supplemental Information, indicate whether the proposed project includes human subjects research activities, and if so, whether any or all of the proposed activities are exempt. For additional guidance, see instructions for ED Supplemental Information in the required forms section of this application package or call ED's protection of human subjects coordinator at 202-260-3353.

If you submit your proposal for this grant competition via Grants.gov, please complete the SF424 (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 summary of the project goals and objectives and the intended outcomes of the project. Clearly mark this page with the applicant's name as shown in Item 1 of SF Form 424. If you submit your application via Grants.gov, attach this document to the **ED Abstract Form**.

3. Project Narrative: This section should be no more than 30 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 criterion. 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) form provided in the required forms section of this application package to prepare a budget for the project. 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. 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 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. Individuals who apply for any grant competition through ED are not allowed to budget for an indirect cost rate. If you budget for

contractual services, please note that indirect costs may be applied only to the first $25,000 of each subcontract, regardless of the period covered by the subcontract.

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 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 applicants may choose to submit in support of their 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 in the **Other Attachments Form** section.

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

The following items are **not** part of the appendices and may not be included:
- Budget or program narrative information that the applicant wishes to have reviewed as part of its response to one or more scoring criteria—all such information must be included in the narrative portion of the application
- Videotapes, CD-ROMs, photographs, or floppy disks—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)

This section **may** include the following:
Other information the applicant wishes to include in support of its 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, include a narrative description of expected staff qualifications.
- Letters of commitment that reflect each person's awareness of their role in the proposed project. Each letter should indicate a willingness to put forth the necessary time and effort to make the project work efficiently and effectively.

- Relevant prior grant experience.

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

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

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

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

Intergovernmental Review of Federal Programs (Executive Order 12372)

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 sent to the State Single Point of Contact must be included with their application (on letterhead)**.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact (SSPOC) and any comments from State, area-wide, regional, and local entities must be received by March 31, 2008, at the following address: The Secretary, EO 12372—[CFDA #84.215H], U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on March 31, 2008. Please do not send applications to this address.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SSPOC. If you are located within one of these States, you may still send application materials directly to a Federal awarding agency.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance. [www.cfda.gov/public/cat-app4-index.htm]

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the OMB website at **www.whitehouse.gov/omb/grants/spoc.html**.

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 unique to their community and explain the specific 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 it 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.

Paperwork Burden Statement for GEPA 427

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 resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 550 12th Street, SW, Washington, DC 20202-6450.

Tips for Preparing and Submitting an Application

A. Before You Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you including:
  - ✓ Frequently Asked Questions section in this application package
  - ✓ Resources related to this specific grant competition on our Web site at www.ed.gov/programs/learningfoundations/index.html
  - ✓ General grant application technical assistance resources on our Web site at www.ed.gov/admins/grants/apply/techassist/index.html
- If there is information that you do not understand, contact the competition manager for this grant competition.

B. Preparing Your Application

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

C. Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you 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, get a receipt.

D. What Happens Next?

- In approximately two weeks (depending on the volume of applications we receive), you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number. Please refer to this number if you need to contact us about your application.

- OSDFS staff members screen each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of independent reviewers and will receive a score from 0 to 100 depending how well it addresses the selection criteria.
- A grant notification 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.

APPENDICES AND FORMS

- ➢ Application for Federal Assistance (Standard Form 424)

- ➢ Department of Education Supplemental Form for the Standard Form 424

- ➢ Department of Education Budget Information – Non-Construction Programs (ED Form 524)

- ➢ Grants.gov Lobbying Form

- ➢ Disclosure of Lobbying Activities (Standard Form LLL)

- ➢ Faith-Based EEO Survey

You can download these forms at:
www.ed.gov/programs/learningfoundations/applicant.html,

Application Preparation Checklist

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 official 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: **February 24, 2009**. 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) - Page 1
- ❑ Department of Education Supplemental Information Form for the SF 424
- ❑ Project Abstract - Page 2 (one page maximum)
- ❑ Project Narrative (up to 25 pages double-spaced)
- ❑ All applications must include the required forms, assurances, and certifications, including:
  - ❑ Budget Information Form (ED Form 524) and detailed budget narrative
  - ❑ Assurances, Non-Construction Programs (ED Form 424B)
  - ❑ Grants.gov Lobbying Form
  - ❑ Disclosure of Lobbying Activities (Standard Form–LLL)
- ❑ Narrative response to GEPA 427
- ❑ Faith-Based EEO Survey
- ❑ Copy of letter to State Single Point of Contact (see page 56)
- ❑ Proof of federally negotiated indirect cost rate (if you are claiming indirect costs)
- ❑ Resumes of key personnel
- ❑ Letters of commitment

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 1890-0009, Expiration Date: 06/30/2008. The time required to complete this information collection is estimated to average 32 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate 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.