

Carol M. White Physical Education Program
CFDA #84.215F

Information and Application Procedures for Fiscal Year 2008
OMB No. 1890-0009 Expiration Date: 06/30/2008

Application Deadline: March 24, 2008



Frequently Asked Questions
[Page 28]

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



UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

February 15, 2008

Dear Colleague:

Thank you for your interest in applying for a Carol M. White Physical Education Program (PEP) grant.

The U.S. Department of Education recognizes that quality physical education programs provide opportunity for students to learn the value of regular physical activity and good nutrition in order to develop and maintain a healthy lifestyle. Quality physical education programs also create safe environments for students to improve their cognitive skills and social interaction.

Through PEP grants, we support local educational agencies and community-based organizations in their efforts to develop and implement research-based K-12 physical education programs. Two primary objectives of this grant program are to help students make progress toward meeting state standards in physical education, and to help students increase their physical activity. To achieve these program objectives, funds are used in a variety of ways, including curriculum development and implementation, professional development, fitness assessments, and equipment purchases. For additional information about the PEP grant or to access the 2008 application online, please visit www.ed.gov/osdfs.

We look forward to receiving your application. Good luck!

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah A. Price".

Deborah A. Price
Assistant Deputy Secretary

TABLE OF CONTENTS

Dear Colleague Letter

Application Submission Procedures.....	4
Application Transmittal Instructions	
Grants.Gov Submission Procedures and Tips for Applicants	

Program Background Information.....	10
General Information	
The Government Performance and Results Act (GPRA)	
Background and Introduction	
Absolute Priority and Application Requirements	
Selection Criteria	
Frequently Asked Questions	

Legal and Regulatory Documents.....	41
Application Notice	
Program Statute	
Program Regulations	

General Application Instructions and Information.....	64
Preparing the Application	
Organizing the Application	
Instructions for Standard Forms	
Instructions for Executive Order 12372	
Notice to All Applications, GEPA 427	
Application Checklist	

Forms, Notices and Statements.....	80
Screening Form	

Appendices and Forms.....	81
Application for Federal Assistance SF424	
Instructions for SF-424	
ED Supplement to the SF424	
Budget Information- Non-Construction Programs (ED524)	
Instructions for ED524	
Standard Assurances for Non-Construction Programs (SF424B)	
Grants.Gov Lobbying Form	
Disclosure of Lobbying Activities Form	
Instructions for SF-LLL	

TRANSMITTAL INSTRUCTIONS

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 your application electronically, you must use the site listed below. Note: You may not submit your application by e-mail or facsimile.

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the 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 (<http://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 <http://www.grants.gov>.

You may access the electronic application for the Grants for the Integration of Schools and Mental Health Systems at the following websites: <http://www.grants.gov> or <http://www.ed.gov/programs/mentalhealth/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# 84.215F
400 Maryland Avenue, SW

Washington, DC 20202 - 4260

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

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

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

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal 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# 84.215F
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# 84.215F
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: http://www.grants.gov/applicants/get_registered.jsp. Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 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:

http://www.grants.gov/help/submit_application_faqs.jsp#10. For more detailed information on why an application may be rejected, you can review Application Error Tips <http://www.grants.gov/section910/ApplicationErrorTips.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

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

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload

and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

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

MAC Users

If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/resources/download_software.jsp#non_window. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: <http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf>, and/or contact Grants.gov Customer Support (<http://www.grants.gov/contactus/contactus.jsp>) for more information. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

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

PROGRAM BACKGROUND INFORMATION

Overview

The Carol M. White Physical Education Program (PEP) provides grants to local educational agencies and community-based organizations to initiate, expand, or enhance physical education programs for students in kindergarten through 12th grade to help students meet their state standards for physical education.

Eligibility

Eligible applicants are local educational agencies (LEAs), including charter schools that are considered LEAs under state law, and community-based organizations (CBOs), including faith-based organizations.

Current, active grantees are not eligible to apply.

All eligible applicants must meet the statutory and regulatory requirements.

Authority

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

Note to Applicants

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

The official document governing this competition is the Notice Inviting Applications published in the Federal Register on February 15, 2008. This notice also is available electronically at: www.ed.gov/legislation/FedRegister and <http://www.gpoaccess.gov/nara/index.html>.

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

Project Period

Projects may be funded for up to 36 months (three budget periods of 12 months each), contingent upon the demonstration of substantial progress each year toward meeting project goals and objectives, and the availability of future funds.

Estimated Range of Awards

Under this grant competition, approximately 112 awards will be made, ranging from \$100,000-\$500,000 per project year.

Application Due Date

All applications must be postmarked on or before **March 24, 2008** to be eligible for review. The U.S. Department of Education's Application Control Center must receive applications delivered by hand no later than 4:30 PM Washington, DC time on March 24, 2008. Applications may also be submitted electronically through the Grants.gov system. Applications may not be emailed or faxed.

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

Unique Applications

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

Grantee Meetings

All applicants must budget for 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.

National Evaluation

Recipients of the FY 2008 PEP grant will be required to participate in a national evaluation study, per the regulations in section 75.591 of the Education Department General Administrative Regulations (EDGAR).

In addition, some unsuccessful applicants may be asked to participate in the evaluation to provide a more complete understanding of the effectiveness of the PEP program.

Full details of the scope and framework of the national evaluation are emerging and we will share these details with grantees following receipt of an award.

Reports

Each grantee is required to submit an annual and/or final report to demonstrate progress toward GPRA measures and project objectives. For multiple-year projects, these reports are also evaluated to determine whether substantial progress has been made to justify a continuation award.

Both an annual report(s) and final report are required for multi-year funded projects. For projects funded for one year, only a final report is required.

Contracting for Goods and Services

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

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

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

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

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

Technical Assistance

The Office of Safe and Drug-Free Schools will offer three 1.5 hour audio conference calls during which staff will take questions from prospective applicants on topics including eligibility requirements, application requirements and the peer review process. These calls will be held on:

February 22, 2008: 1:30-3 PM ET

February 28, 2008: 2:30-4:00 PM ET

March 4, 2008: 2:00- 3:30 PM ET.

Information on accessing these calls will be posted on:

<http://www.ed.gov/programs/whitephysed/applicant.html>.

Definitions

(A) The term **local educational agency** (LEA) is defined as:

- 1) A public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for such combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary school.
- 2) The term includes any other public institution or agency having administrative control and direction of a public elementary or secondary school.
- 3) The term includes an elementary or secondary school funded by the Bureau of Indian Affairs but only to the extent that such inclusion makes such school eligible for programs for which specific eligibility is not provided to such school in another provision of law and such school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under this chapter with the smallest student population, except that such school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs.
- 4) The term includes educational service agencies and consortia of those agencies.
- 5) The term includes the State educational agency in a State in which the State is the sole educational agency for all public schools.

(B) The term **community-based organization** (CBO) is defined as a private or public nonprofit organization of demonstrated effectiveness that:

- 1) Is representative of a community or significant segments of a community; and

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

(C) The term **nonprofit** is defined as 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.

(D) The term **novice applicant** is defined as any applicant for a grant from the Department of Education that:

- 1) Has never received a grant or subgrant under the program from which it seeks funding;
- 2) Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- 3) Has not had an active discretionary grant from the Federal Government in the five years before the deadline date for this competition.

Note: For group applications, a novice applicant includes only parties that meet the requirements listed above. Also, a grant is active until the end of the grant's project funding period, including any extensions of those periods that extend the grantees authority to obligate funds.

Program Contact

Dana Carr, Office of Safe and Drug-Free Schools; (phone) 202-708-5939, (email) dana.carr@ed.gov, 400 Maryland Ave., SW, Room 3E332, Washington, DC 20202.

Paperwork Burden Statement

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1890-0009. The time required to complete the information collection is 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, 400 Maryland Avenue, SW Room 3E318, Washington, DC 20202-6450.

The Government Performance and Results Act (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a statute that requires all Federal agencies to manage their activities with attention to outcomes. Each agency must clearly state what it intends to accomplish, identify the resources required, and periodically report its progress to Congress. In so doing, it is expected that 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 government focus on results, service delivery, and customer satisfaction.

The Secretary has established the following performance and efficiency measures for collecting data to use in assessing the effectiveness of PEP:

Physical Activity Measure (Performance):

(1) Elementary School Students - The percentage of students served by the grant who engage in 150 minutes of moderate to vigorous physical activity per week; and

(2) Middle and High School Students – The percentage of students served by the grant who engage in 225 minutes of moderate to vigorous physical activity per week.

The term moderate physical activity applies to activity that results in an increase in breathing or heart rate. Examples of moderate physical activity may include walking briskly, dancing, swimming, or bicycling on level terrain. (Source: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Division of Adolescent and School Health)

The term vigorous physical activity applies to activity that results in hard breathing or sweating. Examples of vigorous physical activity may include jogging, high-impact aerobic dancing, swimming continuous laps, or bicycling uphill. (Source: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Division of Adolescent and School Health)

Each grantee will be required to provide GPRA data applicable to the target student population included in its grant. For example, a grantee with a PEP project serving only middle school students would only be required to provide data for the measure for middle and high school students (2).

Examples of suggested data collection methodology for this measure include activity logs, assessment tools, surveys, or teacher observations. Data collection methodologies that are not sufficient in addressing this measure include class enrollment, percentage or number of teachers providing physical activity instruction, or percentage of active time during instruction.

Cost Per Outcome Measure (Efficiency):

The cost (based on the amount of the grant award) per student who achieves the level of physical activity required to meet the physical activity measure above (150 minutes of moderate to vigorous physical activity per week for elementary school students, and 225 minutes of moderate to vigorous physical activity per week for middle and high school students).

Grantees will not be required to provide data for this measure. Instead, we will use data provided for the physical activity measure above, as well as the grant expenditure amounts (for both grant funds and matching funds), to calculate this measure.

These 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 measures in formulating the approach and design of their proposed project. Grantees are required to collect and report data on the performance measure identified above to the Department. The Secretary may also publish data collected from grantees' performance reports to illustrate progress toward program objectives.

Grantees will also be required to participate in any national evaluation of PEP that the Secretary may require.

Background and Introduction

Over the last several years, significant attention has been drawn to the importance of physical activity and nutrition. A healthy lifestyle helps protect against a host of serious health outcomes, including heart disease, diabetes, and some cancers. Healthy habits learned during childhood and adolescence can endure into adulthood. A recent study showed that youth who participated in physical education in school maintained a healthy weight as young adults.¹ However, only about 36% of youth meet the current recommendations for physical activity, being active for a total of 60 minutes per day on five of the last seven days.² Only 20% of youth reported eating five or more fruits or vegetables each day in the last week.

These statistics suggest that youth not only need additional nutrition education and education on being physically active—both the importance of and approaches for—but also the time during the day to be active and opportunities for making healthy food choices. With the recent attention on academic standards, some schools have felt the need to reduce physical education or health and nutrition education. However, research shows that including time during the school day for these classes *does not* detract from academic achievement.³ In fact, some research suggests that being physically active may be positively correlated with academics.⁴ A recent study from California showed that students there who were the most physically fit also scored the highest on state tests.⁵ Physical fitness and participation in physical education are also correlated with improved self-esteem and reduced anxiety.^{6,7}

Schools can play a major role in promoting physical activity and good nutrition habits. Children spend a large portion of their day in the school setting, during which time they make daily choices about food and whether or not to be active. If a school offers a comprehensive program in physical education, students have the opportunity to learn cognitive concepts as well as the opportunity to practice social and behavioral components of teamwork. A school need not necessarily spend a significant amount of funds on expensive equipment; rather, thoughtful changes to curriculum, a commitment to professional development and reallocating current resources can make important changes in a school's physical activity and nutrition environment that can impact student health and behavior.

1 Menschik D, Ahmed S, Alexander M, Blum R. Adolescent physical activities as predictors of young adult weight. Johns Hopkins University, 2007. Accessed at <http://www.jhsph.edu/>.

2 Centers for Disease Control and Prevention. Youth Risk Behavior Survey. 2005. Accessed at www.cdc.gov/healthyyouth.

3 Shephard RJ. Curricular physical activity and academic performance. *Pediatric Exercise Science*, 1997;9:113-126.

4 Ibid.

5 Accessed on-line at: <http://www.cde.ca.gov/ta/tg/pf/documents/2004pftresults.doc>. February 11, 2008.

6 Tremblay M, Inman, J, Willms J. The relationship between physical activity, self-esteem, and academic achievement in 12-year-old children. *Pediatric Exercise Science*, 2000, 12: 312-323.

7 Calfas K, Taylor W. Effects of physical activity on psychosocial variables in adolescents. *Pediatric Exercise Science*, 1994, 6(4): 406-423.

Other efforts in the school and the community can support and enhance the school's efforts in promoting physical activity and healthy nutrition. For example, a school district that has adopted comprehensive local wellness policies, required as part of the Child Nutrition Act of 2004 (P.L. 108-265), may link its curricular efforts with this policy, resulting in a comprehensive approach to student wellness. The Child Nutrition Act of 2004 (P.L. 108-265) requires that each LEA participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) have a local wellness policy beginning in school year 2006-2007. More information about local wellness policies can be found at: <http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>.

Another example of a complementary program is the Centers for Disease Control and Prevention's (CDC) Coordinated School Health Program, which promotes an eight-component framework for promoting school health and student wellness. These are but two examples of many existing initiatives with similar goals to the PEP program. Efforts proposed under PEP would support or enhance these initiatives and, whenever possible, should be coordinated and complimentary.

Changes to school programs, policies, and practices will not alone fully address the issues of physical inactivity and poor nutritional choices. Community programs and practices also have a major role in students' ability to be physically active and make sound nutrition choices. For example, community-based organizations can provide after-school or summer activity options for youth or hospitals or voluntary organizations can provide important training in nutrition. The more broadly a community adopts approaches that promote wellness, the more those social norms are conducive to healthy choices and behaviors.

To support efforts to improve the lifelong physical health of all children, the Carol M. White Physical Education Program (PEP) provides grants to local educational agencies and community-based organizations to initiate, expand, or enhance physical education programs for students in kindergarten through 12th grade. Applicants are encouraged to propose research-based projects that reflect an integrated, comprehensive approach to lifelong physical fitness for their students. In addition, grant recipients must implement programs that help students make progress toward meeting State standards for physical education.

State Standards for Physical Education

To be considered for a PEP grant under this competition, your proposal must describe a plan to help students meet state standards for physical education.

If your state does not have physical education standards, you must select standards from another state. You may not substitute national standards.

Most states and territories have established minimum physical education requirements. In recent years, several states have begun to reevaluate their standards to ensure that

they are designed to address major components of a high quality physical education program. In developing their own standards, states have looked to national and other existing state standards for guidance.

Below is a website that may provide your State's standards. **Please note, this is not a U.S. Department of Education website and we cannot ensure its accuracy. Also, all states may not be represented on this website. Please contact your State Educational Agency if you have additional questions about your PE state standards or would like to affirm their accuracy.**

Standards for most states are available at www.pelinks4u.org/links/statestandards.htm.

Priority and Application Requirements

Absolute Priority

Under 34 CFR 75.105(c)(3), we will consider only those applications that meet the absolute priority. The absolute priority is the initiation, expansion, and improvement of physical education programs (including after-school programs) in order to make progress toward meeting State standards for physical education for kindergarten through 12th grade students by 1) providing equipment and support to enable students to participate actively in physical education activities; and 2) providing funds for staff and teacher training and education.

To receive PEP grant funding, a physical education program must provide **one or more** of the following:

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

Competitive Priority

We will award five (5) additional points to novice applicants. For the definition of a novice applicant, please see page 13 of this application package.

Please note your novice status on the screening sheet on page (XX) of this application package and on the SF 424 Education Supplement. You must indicate your novice status on the SF 424 Education Supplement to be considered for the additional novice applicant points.

Invitational Priority

This priority is for projects that propose programs to address problems identified by the applicant in a self-assessment, using the Physical Education and Other Physical Activity Programs and Nutrition Services modules of the Centers for Disease Control and Prevention's School Health Index (SHI) that are appropriate for the schools to be served by the grant. Applicants addressing this priority in their applications are invited to include their SHI scores for these two modules in their application for funding, and to

plan on completing the same Physical Education and Other Physical Activity Programs and Nutrition Services modules of the SHI at the end of the project period.

CBOs are invited to partner with a LEA or school to complete the Physical Education and Other Physical Activity Programs and Nutrition Services modules of the SHI since the self-assessment tool is designed to assess school-based programs and policies related to physical activity and nutrition services.

The School Health Index (SHI)

The SHI is a self-assessment tool developed by the Centers for Disease Control and Prevention (CDC) to help schools identify gaps in policies and programs designed to enhance and promote student health. Based on the CDC's eight-component Coordinated School Health Program Model, the SHI highlights the importance of involving all eight components, which can have a powerful impact on student health behaviors. The SHI has eight modules:

- School Health and Safety Policies and Environment;
- Health Education
- Physical Education and Other Physical Activity Programs
- Nutrition Services
- Health Services
- Counseling, Physiological, and Social Services
- Health Promotion for Staff
- Family and Community Involvement.

The SHI has two activities to be completed by teams from a school: the self-assessment modules and a planning improvement process. The self-assessment process involves members of a school community coming together to discuss what the school is already doing to promote good health and to identify strengths and weaknesses. The SHI allows the school to assess the extent to which it implements the types of policies and practices recommended by CDC in its research-based guidelines for school health and safety policies and programs.

After completing the self-assessment, the school will identify the recommended actions that it could take to improve its scores. The school can then undertake a simple process for prioritizing the various recommendations. Finally, the school can complete School Health Improvement Plan to list the steps in planning the implementation of the recommended actions.

The SHI is not a research or evaluation tool, but merely should be used to help a school assess their programs policies, and practices around school health. Gaps identified through this self-assessment process should be clearly addressed by the proposed activities delineated in the PEP application.

A CBO may work with the LEA to identify potential gaps in the LEA's policies and programs so that the CBO may help fill some of the identified gaps. For example, if the

LEA determines that they do not provide adequate time during the school day for physical activity, the CBO could propose a program that could help fill that gap by providing an opportunity for students to be physically active after school.

The SHI is available for no cost and undertaking all eight modules of the assessment process can be completed in as little as five hours. The SHI is available online in an interactive and customizable format as well as a paper format. More information on the SHI can be found at www.cdc.gov/healthyyouth.

Requirements

Matching Requirement

PEP grant funds may only pay 90 percent of project costs in the first year and 75 percent of costs in each subsequent year. Matching funds provided must be directly related to the proposed project. The following examples show how to calculate your annual share of the costs:

Example – First Year Calculation:

In the first year, applicants are required to provide a 10 percent match. If the applicant requests \$100,000 in grant funds, then the applicant is required to provide \$11,111 in non-federal matching funds.

Requested Grant Amount	X	Required Matching Percentage (share of total costs)	=	Matching Amount
-------------------------------	----------	--	----------	----------------------------

Federal Share of Total Costs

OR

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

Adding the two amounts together (\$100,000 + \$11,111), the total cost of the project is \$111,111. The applicant match is \$11,111 in non-federal funds, and the PEP grant amount is \$100,000.

Example – Subsequent Year Calculation:

In each year following the first, applicants are required to provide a 25 percent match. If the applicant requests \$100,000 in grant funds, then the applicant is required to provide \$33,333 in non-federal matching funds.

Requested Grant Amount X Required Matching Percentage (share of total costs) = Matching Amount

Federal Share of Total Costs

OR

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

Adding the two amounts together (\$100,000 + \$33,333), the total cost of the project is \$133,333. The applicant match is \$33,333 in non-federal funds, and the PEP grant amount is \$100,000.

For additional information on the matching requirement, please see the “Frequently Asked Questions” section.

Administrative Cost Limitation

Administrative costs charged to the grant may not exceed five percent of the grant award in any fiscal year.

Supplement, Not Supplant

Grant funds awarded must be used to supplement and not supplant other Federal, State, and local funds available for physical education activities.

Restricted Indirect Cost Rate

Under the supplement, not supplant provision, in accordance with section 75.563 of EDGAR, applicants are also required to use a restricted indirect cost rate, as computed under sections 75.563 - 75.569. **If you claim indirect costs, please provide documentation of your negotiated restricted indirect cost rate.**

Special Rule

Grant funds may not be used to support extracurricular activities, such as team sports and the Reserve Officers’ Training Corps (ROTC) program activities.

Private School and Home-Schooled Students

Home-schooled students, their parents, and teachers, or students enrolled in private nonprofit elementary or secondary schools, their parents and teachers, may participate in activities funded through the PEP grant. Applicants are not required to propose services for these groups.

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 (10 points)

In determining the need for the proposed project, the following factors will be considered:

The extent to which specific gaps or weaknesses in the services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps and weaknesses.

(Note: Under this criterion, the applicant should discuss specific gaps and weaknesses in its program in addressing State standards for physical education. Applicants should clearly identify, if applicable, one or more specific State standard(s) and describe the gaps or weaknesses in their current physical education program relative to the specific State standards. Applicants should clearly delineate the gaps and weaknesses in their current program and expectations for students under the State standard(s).

The applicant may choose to describe the target population to be served but responsiveness to this criterion will be assessed based on the applicant's ability to discuss programmatic gaps or weaknesses relative to specific state standards. If the applicant chooses to discuss the target population, the applicants should provide statistics that are relevant to the specific community rather than broad, national statistics, unless these data are being used for comparison purposes.)

2. Significance (25 points)

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

(a) The likelihood that the proposed project will result in system change or improvement. (15 points)

(Note: Under this criterion, the applicant should provide a discussion of its current program and the potential changes that will result from the proposed PEP program. Reviewers will look for the applicant's description of a comprehensive approach to student's well-being. If the applicant has responded to the invitational priority to complete the School Health Index, the applicant should describe the results of the initial self-assessment.)

(b) 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. (10 points)

(Note: We will look for the applicant's description of how the project proposed will make changes to the system for providing PE and nutrition education to students. This should include a discussion of how capacity will be built within the applicant's organization for any proposed activities, such as how the activities will be maintained or enhanced after the period of project funding. Additionally, this subcriterion should show how the proposed activities will build capacity to address the needs of the target population—including how the activities address gaps in meeting state standards—and the impact of the enhanced capacity to address the needs of the target population.)

3. Quality of the Project Design (40 points)

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

(a) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (15 points)

(Note: Under this criterion, the applicant should describe how the proposed project addresses at least one of the program elements: 1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being; 2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental, and social or emotional development of every student; 3) Development of, and instruction in, cognitive concepts about motor skills and physical fitness that support a lifelong healthy lifestyle; 4) Opportunities to develop positive social and cooperative skills through physical activity participation; 5) Instruction in healthy eating habits and good nutrition; 6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education. The applicant should provide a clear link to how the proposed activities address the needs of the target population and help those students meet their state standards for PE. Reviewers will consider the appropriateness of the approach for the age and developmental levels, gender, and ethnic and cultural diversity of the population.

We encourage applicants to propose a comprehensive PE program that addresses as many components as possible.

If the applicant has responded to the invitational priority, the applicant should describe how the School Health Index assessment findings are related to the proposed project.)

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

(Note: Applicants should describe how specific relevant research or evidence-based practices or programs have informed their decision to implement their selected approach and what outcomes are expected following the implementation of the program. Applicants should not summarize all relevant research in the field but rather should describe the research used to inform the project design.)

(c) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, state and Federal resources. (5 points)

(Note: Under this criterion, the applicant should describe how their proposed project is coordinated with similar efforts at the Federal, state, and local levels that are most applicable to the applicant's community.

For example, LEA applicants should describe how the proposed initiative supports or is coordinated with the district's Local Wellness Policy, as required by the Child Nutrition Act of 2004.

Other initiatives that could be coordinated with PEP may include but are not limited to the CDC's Coordinated School Health Program, the U.S. Department of Agriculture's Team Nutrition, or the YMCA's Activate America programs.)

(d) 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: Applicants are encouraged to address how the program will be sustained after the grant period by describing the proposed changes to the broader system and coordination with complementary, ongoing initiatives. We encourage applicants to seek the advice of, or collaborate with, school health staff, school food services staff, state or local community organizations, such as hospitals, universities, and health organizations in developing a coherent and sustainable plan. Applicants should consider approaches that will allow the program to be sustained, including but not limited to professional development strategies, curricular changes, advisory bodies, etc.)

4. Quality of the Project Evaluation (25 points)

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

(a) The extent to which the methods of evaluation are appropriate to the context within the project operates. (15 points)

(Note: Applicants should address the required GPRA measures, as well as any project-specific measures. Applicants should describe the general framework for the evaluation and describe their methods. This evaluation framework should describe broad approaches to the evaluation, rather than a description of how individual students will be

assessed during the program. Although these assessments may provide data points for program measures, these individual assessments are not sufficient to constitute an evaluation plan.

Although applicants may hire an external evaluator to assist with this effort, this is NOT required. Please see page 12 for more information about contracting.)

(b) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (10 points)

(*Note:* The applicant should describe how it will collect data related to process and ongoing quality improvement.)

FREQUENTLY ASKED QUESTIONS

General (p. 31)

- What is the deadline date for transmittal of applications under this grant competition?
- May I get an extension of the deadline date?
- When will grant awards be announced?
- Is this a multi-year grant program?
- How many new awards will be made?
- What steps can I take to maximize my chances of receiving a grant?
- This competition has a “supplement, not supplant” provision. What does this mean?
- What is an indirect cost rate?
- How do I obtain a negotiated, indirect cost rate?
- Who in my organization may be able to provide information about our negotiated, restricted indirect cost rate?
- For my GEPA 427 statement, is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?
- What should I use as the project start date?
- Do I have to get bids for goods and services under this grant?
- What is the project and budget period for these grants?
- What are the formatting requirements for this application?
- May I use another district’s application as a model for my submission?
- Who do I contact for more information about this grant competition?

Electronic Application (p. 34)

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

Eligibility (p. 36)

- Who is eligible to apply?

- May I submit an application on behalf of my local school?
- My college or university would like to apply for this grant. Are we eligible?
- Are charter schools eligible for this program?
- Are Area Educational Districts or other similar entities eligible for this program?
- My organization currently has a PEP grant. Are we eligible to apply for another PEP grant under this competition?
- If we are on a no-cost extension for our current PEP grant, may we end early so that we can be eligible to apply this year?
- What are some of the circumstances that might cause a grant application to be deemed ineligible for review?

Program-Specific Content Questions (p. 37)

- What are the program elements that applicants must address?
- Does the application need to address all six program elements to be considered for this competition?
- May I use only national data to support the need for a grant in my district?
- If my State does not have physical education standards, what should I do?
- May I only use national data to support the need for a grant in my district?
- If my state does not have physical education standards, what should I do?
- Am I required to do the School Health Index (SHI) as part of my application?
- Where can I get additional information about the SHI?
- Will this grant pay for hiring staff?
- Are we required to hire an external evaluator?
- Should we include resumes for key staff?
- May I use another district's application as a model for my submission?
- May staff or community members regularly use equipment purchased with grant funds?
- Do we need to measure Body Mass Index (BMI) as part of this project?
- Will the PEP grant support implementation of a general health education curriculum?

Program-Specific Budget Questions (p. 39)

- Is there a minimum or maximum amount that may be requested to support a project?
- May grant funds be used to support professional development activities?
- Do I need to submit a budget narrative for each year?
- How much detail should be included in the budget narrative?
- Where can I find guidance on developing a budget narrative?
- Is there a match requirement for this program?
- Are there certain items that cannot be purchased with these funds?
- Do I have to get bids for goods and services under this grant?
- Does the in-kind match have to be in cash? What types of resources may be used as the required match?

- May the match include volunteered time or the value of existing equipment?
- May the match include the rental value of facilities?
- Is there a cap on administrative costs?
- May I use the funds for construction, such as building a gymnasium or other facility or to purchase land or building or another facility?
- What kinds of equipment may I purchase with these funds?
- May I charge students activity fees?

General

What is the deadline date for transmittal of applications under this grant competition?

March 24, 2008.

May I get an extension of the deadline date?

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

When will grant awards be announced?

We estimate that grants will be announced by July 30, 2008.

Is this a multi-year grant program?

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

How many new awards will be made?

We estimate that we will make about 112 new awards.

What steps can I take to maximize my chances of receiving a grant?

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you're uncertain about any aspects of this application package, please first review the Frequently Asked Questions section. Most commonly asked questions are answered in this section. If your questions are not addressed, please contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority or the additional requirements for this grant competition, it will not be considered for funding.
- A panel of three persons from the physical education, school health, student wellness, or child and adolescent development and other fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not permitted to give you "the benefit of the doubt"; therefore, if information is not in your application, reviewers cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification.
- Transmit your application on or before the deadline date of **March 24, 2008**.

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

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

What is an indirect cost rate?

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

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

For more information, please see:

<http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

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

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

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

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

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

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

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

What should I use as the project start date?

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

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

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

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

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

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

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

What is the project and budget period for these grants?

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

What are the formatting requirements for this application?

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

May I use another district’s application as a model for my submission?

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

Who do I contact for more information about this grant competition?

Dana Carr, Office of Safe and Drug-Free Schools; (phone) 202-708-5939, (email) dana.carr@ed.gov, 400 Maryland Ave., SW, Room 3E332, Washington, DC 20202.

Electronic Application

How do I submit my grant electronically?

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

Do I have to submit my application electronically?

No, this program does not require electronic submission.

How do I register to submit my grant electronically?

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

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

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

Do I need to provide the Funding Opportunity Number (Item #12) and the Competition Identification Number (Item #13) on the SF 424?

If you are submitting your application electronically via Grants.gov, then you will need to provide these numbers. They can be located on the Grants.gov web site on the application download page and also on the application package page once the package has been downloaded. If you are submitting a hard copy of your application, then you

don't need to provide these numbers as they are used strictly for the electronic package submitted via Grants.gov.

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

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

Does Grants.gov support Word 2007?

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

I submitted my application by the deadline via Grants.gov. Am I finished?

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

What if I have not received a validation by the closing date?

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

What are some of the reasons I won't receive a validation from Grants.gov?

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

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

Eligibility

Who is eligible to apply?

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

May I submit an application on behalf of my local school?

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

My college or university would like to apply for this grant. Are we eligible?

Colleges and universities should carefully review the definition for the terms “LEA” and “CBO” to determine if they meet either of these definitions. Only entities that meet the definition of one of these terms may receive funding under this program.

Are charter schools eligible for this program?

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

Are Area Educational Districts or other similar entities eligible for this program?

Yes, if these entities are considered LEAS under your State’s governance structure, they are eligible to apply for funding under this program.

My organization currently has a PEP grant. Are we eligible to apply for another PEP grant under this competition?

No.

If we are on a no-cost extension for our current PEP grant, may we end early so that we can be eligible to apply this year?

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

What are some of the circumstances that might cause a grant application to be deemed ineligible for review?

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

Program-Specific Content Questions

What are the program elements that applicants must address?

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

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

Does the applicant need to address all six program elements to be considered eligible for this competition?

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

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

No. Needs assessments must be based on identified needs of the specific target population to be served by the grant and must link to gaps and weaknesses in meeting your State's standards. However, you may compare local data to national or state data.

If my state does not have physical education standards, what should I do?

If your state does not have physical education standards, they may pick another state's standards to use.

Am I required to do the School Health Index (SHI) as part of my application?

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

Where can I get additional information about the SHI?

You can get more information about the SHI at www.cdc.gov/healthyyouth.

Will this grant pay for hiring staff?

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

Are we required to hire an external evaluator?

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

Should we include resumes for key staff?

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

May staff or community members regularly use equipment purchased with grant funds?

No. The identified target population for this grant is K-12.

Do we need to measure Body Mass Index (BMI) as part of this project?

No. You may include BMI as a performance measure in your project, but it is not required. However, if BMI measurement is undertaken, you should carefully consider the intended use of the data, confidentiality and reporting procedures, and other aspects of data collection as necessary. Some school districts and states are collecting children's BMI but no consensus exists on the utility of BMI screening programs for young people. For more information about BMI screening, please see:

<http://www.cdc.gov/healthyyouth/overweight/BMI/index.htm>.

Will the PEP grant support implementation of a general health education curriculum?

No. The PEP grant will not support activities that fall outside the scope of the absolute priority. For example, the PEP grant will not support activities related to tobacco use prevention.

Program-Specific Budget Questions

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

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

May grant funds be used to support professional development activities?

Yes, as long as the activities directly support the purposes of the grant.

Do I need to submit a budget narrative for each year?

Yes, for both Federal and non-Federal funds. For a **sample** PEP budget narrative, please see <http://www.ed.gov/programs/whitephised/applicant.html>.

How much detail should be included in the budget narrative?

Please include a per unit cost breakdown for all costs listed and describe in the narrative how each cost links to the goals and objectives of the program. Please be sure to provide sufficient detail for each item in the budget to clearly justify costs.

Where can I find guidance on developing a budget narrative?

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

Is there a match requirement for this program?

Yes. Please see pages 22-23 for more information about this requirement.

Are there certain items that cannot be purchased with grant or matching funds?

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

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

No. The matching requirement may be met by using other non-Federal resources such as donated staff time or salary for the Project Director to perform administrative oversight of this project. Another example of an acceptable match is the cost of substitutes while teachers are being trained. Note that the salaries of current physical

education teachers may not be used to satisfy the matching requirement. In addition, discounts on equipment purchases may not be used to satisfy the matching requirement.

May the match include volunteered time or the value of existing equipment?

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

May the match include the rental value of facilities?

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

Is there a cap on administrative costs?

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

May I use the funds for construction, such as building a gymnasium or other facility or to purchase land or building or another facility?

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

What kinds of equipment may I purchase with these funds?

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

May I charge students activity fees?

No. Students may not be charged to participate in activities that are being paid for with grant funds.

LEGAL AND REGULATORY DOCUMENTS

4000-01-U

DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Overview Information

Carol M. White Physical Education Program

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

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

Dates:

Applications Available: February 15, 2008.

Deadline for Transmittal of Applications: March 24, 2008.

Deadline for Intergovernmental Review: May 23, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Carol M. White Physical Education Program (PEP) provides grants to local educational agencies (LEAs) and community-based organizations (CBOs) to initiate, expand, or enhance physical education programs, including after-school programs, for students in kindergarten through 12th grade. Grant recipients must implement programs that help students make progress toward meeting State standards.

Priorities: In accordance with 34 CFR 75.105(b)(iv), this priority is from sections 5503 and 5504(a) 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. 7261b, 7261c).

Absolute Priority: For FY 2008, 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:

The initiation, expansion, and improvement of physical education programs (which may include after-school programs) in order to make progress toward meeting State standards for physical education for kindergarten through 12th grade students by (1) providing equipment and support to enable students to participate actively in physical education activities; and (2) providing funds for staff and teacher training and education.

A physical education program funded under this absolute priority must provide for one or more of the following:

(1) Fitness education and assessment to help students understand, improve, or maintain their physical well-being.

(2) Instruction in a variety of motor skills and physical activities designed to enhance the physical, mental, and social or emotional development of every student.

(3) Development of, and instruction in, cognitive concepts about motor skills and physical fitness that support a lifelong healthy lifestyle.

(4) Opportunities to develop positive social and cooperative skills through physical activity participation.

(5) Instruction in healthy eating habits and good nutrition.

(6) Opportunities for professional development for teachers of physical education to stay abreast of the latest research, issues, and trends in the field of physical education.

Competitive Preference Priority: Within this absolute priority, we give competitive preference to applications that address the following priority.

This priority is from 34 CFR 75.225. Under 34 CFR 75.105(c)(2)(i) we award an additional 5 points to an application that meets this priority.

This priority is:

This priority is for applications from novice applicants.

The term novice applicant means any applicant for a grant from the Department of Education that--

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

(2) Has never been a member of a group application, submitted in accordance with 34 CFR 75.127 through 75.129, that

received a grant under the program from which it seeks funding;
and

(3) Has not had an active discretionary grant from the Federal Government in the five years before the deadline date for transmittal of applications under this competition. For the purpose of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127 through 75.129, to qualify as a novice applicant all group members must meet the requirements described.

Invitational Priority: Within this absolute priority, we are particularly interested in applications that address the following invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

This priority is for projects that propose programs to address problems identified by the applicant in a self-assessment, using the Physical Education and Other Physical Activity Programs and Nutrition Services modules of the Centers for Disease Control and Prevention's School Health Index (SHI)

that are appropriate for the schools to be served by the grant. Applicants addressing this priority in their applications are invited to include their SHI scores for these two modules in their application for funding, and to plan on completing the same Physical Education and Other Physical Activity Programs and Nutrition Services modules of the SHI at the end of the project period.

CBOs are invited to partner with a LEA or school to complete the Physical Education and Other Physical Activity Programs and Nutrition Services modules of the SHI since the self-assessment tool is designed to assess school-based programs and policies related to physical activity and nutrition services.

Information about the SHI is available at the Centers for Disease Control and Prevention's website at www.cdc.gov/healthyyouth.

Program Authority: 20 U.S.C. 7261-7261f.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, 99, and 299. (b) The notice of final eligibility requirement for the Office of Safe and Drug-Free Schools discretionary grant programs published in the Federal Register on December 4, 2006 (71 FR 70369).

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

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$33,850,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards later in FY 2008 and in FY 2009 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$100,000-\$500,000.

Estimated Average Size of Awards: \$300,000.

Estimated Number of Awards: 112.

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

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: (a) LEAs, including charter schools that are considered LEAs under State law, and CBOs, including faith-based organizations provided that they meet the applicable statutory and regulatory requirements.

(b) The Secretary limits eligibility under this discretionary grant competition to LEAs or CBOs that do not

currently have an active grant under the PEP program. For the purpose of this eligibility requirement, a grant is considered active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

2. (a) Cost Sharing or Matching: In accordance with section 5506 of the ESEA, the Federal share of the project costs may not exceed (a) 90 percent of the total cost of a program for the first year for which the program receives assistance; and (b) 75 percent of such cost for the second and each subsequent year.

(b) Supplement-Not-Supplant: This competition involves supplement-not-supplant funding requirements.

Funds made available under this program must be used to supplement, and not supplant, any other Federal, State, or local funds available for physical education activities in accordance with Section 5507 of the ESEA.

3. Other: An application for funds under this program may provide for the participation, in the activities funded, of (a) students enrolled in private nonprofit elementary schools or secondary schools, and their parents and teachers; or (b) home-schooled students, and their parents and teachers.

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:

<http://www.ed.gov/programs/whitephised/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 84.215F.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Alternative 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 competition.

3. Submission Dates and Times:

Applications Available: February 15, 2008.

Deadline for Transmittal of Applications: March 24, 2008.

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. Other Submission Requirements in this notice.

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

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

Deadline for Intergovernmental Review: May 23, 2008.

4. Intergovernmental Review: 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: Funds may not be used for construction activities or for extracurricular activities, such as team sports and Reserve Officers' Training Corps program activities.

Not more than five percent of grant funds provided under this program to an LEA or CBO for any fiscal year may be used for administrative expenses.

We reference additional regulations outlining funding restrictions in the Applicable Regulations section in this notice. Information about prohibited activities and use of funds also is included in the application package for this competition.

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.

To comply with the President's Management Agenda, we are participating as a partner in the Governmentwide Grants.gov Apply site. The Carol M. White Physical Education Program,

84.215F, is included in this project. We request your participation in Grants.gov.

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

You may access the electronic grant application for the Carol M. White Physical Education Program at <http://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 (i.e., search for 84.215, not 84.215F).

Please note the following:

- Your participation in Grants.gov is voluntary.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we

will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.

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

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this 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 http://www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part

process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you submit your application in paper format.

- If you submit your application electronically, you must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424

and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- If you submit your application electronically, you must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

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

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

contact you after a determination is made on whether your application will be accepted.

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

b. Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:

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

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center, Stop 4260
Attention: (CFDA Number 84.215F)
7100 Old Landover Road

Landover, MD 20785-1506

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

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

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

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

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

(1) A private metered postmark.

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

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

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

c. Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original

and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

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

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

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

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

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

V. Application Review Information

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

2. Review and Selection Process: An additional factor we consider in selecting an application for an award is equitable distribution of awards among LEAs and CBOs serving urban and rural areas.

VI. Award Administration Information

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

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

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

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

3. Reporting: There are reporting requirements under this program, including under section 5505(a) of the ESEA and 34 CFR

75.118 and 75.720. In accordance with section 5505(a) of the ESEA, grantees under this program are required to submit an annual report that—

(1) Describes the activities conducted during the preceding year; and

(2) Demonstrates that progress has been made toward meeting State standards for physical education.

If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).

This annual report must also address progress toward meeting the performance and efficiency measures established by the Secretary for this program and described in the next section of this notice.

At the end of the project period, a final performance and financial report must be submitted as specified by the Secretary in 34 CFR 75.720. For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

4. Performance Measures: The Secretary has established the following key performance measures for collecting data to use in assessing the effectiveness of PEP.

(a) Physical Activity Measures (Performance):

(i) The percentage of students served by the grant who engage in 150 minutes of moderate to vigorous physical activity per week (elementary school students); and

(ii) The percentage of students served by the grant who engage in 225 minutes of moderate to vigorous physical activity per week (middle and high school students).

(b) Cost Per Outcome Measure (Efficiency):

The cost (based on expenditures of the grant as well as matching funds) per student who achieves the level of physical activity required to meet the physical activity measure (150 minutes of moderate to vigorous physical activity per week for elementary school students, and 225 minutes of moderate to vigorous physical activity per week for middle and high school students).

These measures constitute the Department's measures of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these measures in conceptualizing the approach and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their performance and final reports

about progress toward these measures. For specific requirements on grantee reporting, please go to

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

VII. Agency Contact

For Further Information Contact: Dana Carr, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E332, Washington, DC 20202. Telephone: (202) 708-5939 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

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

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

www.ed.gov/news/fedregister

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

PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html

Dated:

Deborah A. Price,

Assistant Deputy Secretary for

Safe and Drug-Free Schools.

AUTHORIZING LEGISLATION

Section 5501, Part D, Subpart 10
Title V, ESEA

Subpart 10- Physical Education

SEC. 5501. SHORT TITLE.

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

SEC. 5502. PURPOSE.

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

SEC. 5503. PROGRAM AUTHORIZED.

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

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

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

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

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

SEC. 5504. APPLICATIONS.

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

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

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

SEC. 5505. REQUIREMENTS.

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

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

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

SEC. 5506. ADMINISTRATIVE PROVISIONS.

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

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

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

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

- (1) describes the programs assisted under this subpart;
- (2) documents the success of such programs in improving physical fitness; and

(3) makes such recommendations as the Secretary determines appropriate for the continuation and improvement of the programs assisted under this subpart.

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

SEC. 5507. SUPPLEMENT, NOT SUPPLANT.

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

Program Regulations

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

- 34 CFR Part 74 (Administration of grants and agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations)
- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 84 (Government-wide Requirements for Drug-Free Workplace Financial Assistance)
- 34 CFR Part 85 (Government wide Debarment and Suspension (Nonprocurement))
- 34 CFR Part 86 (Drug and Alcohol Abuse Prevention)
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)
- 34 CFR Part 299 (General Provisions)

The notice of final eligibility requirement for the Office of Safe and Drug-Free Schools discretionary grant programs published in the Federal Register on December 4, 2006 (71 FR 70369).

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

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

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. If there are more than 10 appendices in your application, we strongly suggest combining several of them as one appendix and uploading them to the Other Attachments Form.

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

All applicants should adhere to the following formatting guidelines:

- Use 1-inch margins. If you submit your application in paper format by mail or hand delivery, your application must be printed on 8 1/2” x 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.
- Your narrative should be no longer than 25 typed double-spaced pages, printed only on one side.

If you submit your proposal via Grants.gov, you will use your own word-processing software to complete the application for this grant competition. Please see the additional information about Grants.gov submission on pages 7-9.

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

Supplemental Instructions for Standard Form 424

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 10 identifies the CFDA Number for this grant competition: 84.215F and the Title as Carol M. White Physical Education Program.

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

If you submit your proposal for this grant competition via Grants.gov, please complete the 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. 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 25 double-spaced typewritten pages. The narrative must contain evidence that the applicant meets the absolute priority and should contain and follow in sequence the information requested for each selection 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**.

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 upload them to Grants.gov.

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 May 23, 2008, at the following address: The Secretary, EO 12372—[CFDA #84.215F], U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on May 23, 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. [<http://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 <HTTP://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 include all students in their PE program might describe in its application how it intends to incorporate adaptive PE teaching methods and equipment into their program.
- (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 implement a middle school program, an age group that girls are less likely than boys to participate, the applicant might indicate how it tends to conduct "outreach" efforts to girls, to encourage their enrollment or provide

activities that are more appealing to girls in their school based on surveys conducted with the target audience.

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, 400 Maryland Avenue, SW, Room 3E300, Washington, DC 20202-6450.

Application Checklist and Tips for Applicants

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

___ Read the entire application package and accompanying Federal Register notices to **determine if the program is a good fit** for you--

- ___ Ask: Am I interested in creating a comprehensive PE program and helping students meet their State standards for PE?
Am I able to provide matching funds for this program?

If you answer yes to these questions, this grant may be a good fit for you.

- ___ Review **eligibility** requirements. Are you a:
___ Local Educational Agency or
___ Community Based Organization?

HINT: Definitions of each of these entities are found on page 13-14.

___ Do you have a current active grant?

If yes, you have a current, active grant, then you are not eligible to apply for the PEP grant this year.

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

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

If so, you will need to:

- ___ Obtain a DUNS number (see page 47)
___ Register in the CCR (see page 7)

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

3. Working on the application

___ Review the **formatting requirements** (found on pages 68-69). Do not exceed 25 double-spaced pages; font size should be no smaller than 12-point (NOTE: The font size used in graphs or charts may be smaller as long as it is legible. **Please use your best judgment**).

___ Review the selection criteria and notes sections

___ Do you address at least one of the six components of the Absolute Priority and the other grant requirements? (Please remember, your application will not be eligible for review if you fail to address *at least* one of the six components.)

___ Do you identify state standards?

___ Review your evaluation section:

___ Do you address the two required GPRA measures in your evaluation section?

___ If you are hiring an external evaluator (which is NOT required), have you delineated a potential scope of work?

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

___ Organize your application by following the sequence of information requested for each selection criterion. All pages should be number consecutively to make review and evaluation easier. Applications should be double-spaced and printed on one side of the paper.

___ Table of Contents

___ Project Abstract

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

___ Budget Information Form (ED Form 524) and budget narrative

___ Assurances, forms, certifications, and other appendices

4. Creating a budget and budget narrative

___ Complete budget form ED524 detailing your budget. Please put your total expenditures for each year in the appropriate column on the budget chart. For example, the first year of your budget should appear in the column marked "Project Year 1."

___ Be sure to enter your non-Federal matching funds in the corresponding chart. **If you do not include non-Federal funds in your application, it will be considered ineligible for review.**

___ If you are not submitting electronically, please double-check your budget figures to ensure accuracy.

___ Complete a budget narrative that fully details the costs listed on the ED524.

___ Present breakdown of costs by the budget categories on the ED524.

___ Provide as much detail as possible.

___ Ensure that the justification clearly links the expenses listed with the project's goals and objectives.

For additional guidance on preparing a budget narrative, please see http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html. A sample PEP budget justification can be found at:

<http://www.ed.gov/programs/whitephysed/applicant.html>.

HINT: For more information about negotiated, restricted indirect cost rates, please see page 32.

___ Ensure that all expenses are both reasonable and allowable.

___ Determine your negotiated, restricted indirect cost rate.

___ Provide proof of your negotiated, restricted indirect cost rate with your application.

5. Completing assurances, forms, and certifications

___ Obtain the signature of your Authorized Representative for all required forms.

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

6. Finalizing other issues

___ Include the percentage of time the project director will be working on this project.

___ Include the required GEPA 427 statement (more information is found on p. 74).

___ Ensure that there is sufficient detail regarding specific barriers for your community and how those barriers will be addressed.

___ Ensure that the GEPA 427 statement does more than affirm your Equal Employment Opportunity statement.

___ As required by EO 12372, notify your State Single Point of Contact about this application if required (more information can be found on p. 73). A copy of the applicant's letter on letterhead should be included with the application.

___ Please include the screening sheet to help expedite review of your application.

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

Deadline Date: Applications must be submitted, postmarked, or hand delivered by March 24, 2008. Please review all submission requirements on pages 4-9.

7. What happens next?

- If you submit your application in hard copy, you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number in approximately two weeks (depending on the volume of applications). If you submit your application electronically through Grants.Gov, you will receive an email acknowledgement. Please refer to this number if you need to contact us about your application.
- Staff members screen each application to ensure that all program eligibility requirements are met and all forms are included.
- If your application is deemed ineligible for review, you will receive notification from OSDFS.

- Your application will be assigned to a three-person panel of expert reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 awarded by peer reviewers depending upon how well you respond to the requirements of the selection criteria. Novice applicants will be awarded an additional five points.
- A grant award document will be sent to applicants whose proposals score within the funding range no later than July 30, 2008.
- Unsuccessful applicants will receive a notification letter following notification of recipients.
- Both successful and unsuccessful applicants will receive copies of the peer review comments.

8. Do you still have questions?

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

___ Please call into the technical assistance audio conference calls. These calls will be held on:

February 22, 2008: 1:30-3 PM ET

February 28, 2008: 2:30-4:00 PM ET

March 4, 2008: 2:00- 3:30 PM ET.

Information on accessing these calls will be posted on:

<http://www.ed.gov/programs/whitephysed/applicant.html>.

___ If your questions are not addressed, please contact the competition manager, Dana Carr at 202-708-5939 or dana.carr@ed.gov. Please be patient, as we receive a high volume of inquiries during the competition.

FORMS, NOTICES, AND STATEMENTS

Screening Form

Please submit this form with your application or by fax, if submitting electronically. This form will help us expedite the review of your application for eligibility.

1. This application addresses our state's standards on page(s):

2. We have addressed at least one component of the absolute priority, which is addressed on page(s):

3. We have included adequate and appropriate matching funds, which are described in the budget narrative on page(s):

4. Please check if you are applying as a novice applicant. You must also check the novice box on the SF 424 Education Supplement to be considered for the novice points.

_____ Novice

_____ Not Novice

APPENDICES AND FORMS

- Application for Federal Education Assistance (SF424)
- ED Supplement to the SF424
- Budget Information – Non-Construction Programs (ED Form 524)
- Assurances - Non-Construction Programs (Standard Form 424B)
- Grants.gov Lobbying Form
- Disclosure of Lobbying Activities Form