

Archived Information

U.S. DEPARTMENT OF EDUCATION
OFFICE OF INNOVATION AND IMPROVEMENT
WASHINGTON, D.C. 20202

**FY 2004
APPLICATION FOR GRANTS
UNDER THE STATE CHARTER SCHOOL
FACILITIES INCENTIVE GRANTS PROGRAM**

CFDA Number: 84.282D

FORM APPROVED
OMB No. 1855-0012, EXP. DATE 2/28/2007



DATED MATERIAL - OPEN IMMEDIATELY

Closing Date: July 1, 2004

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Note: Copies of standard forms are available at the U.S. Department of Education's website at:
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(LETTERHEAD)

Dear Colleague:

Thank you for your interest in the State charter school facilities incentive grants program administered by the U.S. Department of Education's Office of Innovation and Improvement. I am pleased to announce that approximately \$18.7 million will be available this year to support an estimated 5 projects under this program.

Currently, about 3,000 charter schools operate around the country. These public schools provide parents and students with options that can lead to better student achievement. However, many charter schools face significant challenges when trying to obtain facilities; insufficient revenue and lack of access to private funding for facilities top the list. The purpose of the State charter school facilities incentive grants program (authorized by Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act) is to provide competitive incentive grants to help States create new or enhance existing per-pupil facilities aid programs.

Information to assist in preparing your application is found in the Notice Inviting Applications (Section A) and in the Application Contents section (Section C) of this application package.

Applications must be submitted electronically in accordance with the section titled *Application and Submission Information* no later than July 1, 2004, for consideration. An application that is not submitted by the deadline will be returned to the applicant and will not be considered.

We expect to make awards under this program approximately two months after the application deadline.

For further information, please contact Valarie Perkins or Jim Houser at (202) 260-1924 or e-mail charter.facilities@ed.gov.

Sincerely,

Nina Shokraii Rees

**SECTION
A**

**APPLICATION
NOTICE**

4000-01-U

DEPARTMENT OF EDUCATION

Office of Innovation and Improvement

Overview Information

State Charter School Facilities Incentive Grants Program

Notice inviting applications for new awards for fiscal year
(FY) 2004.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.282D

Dates:

Applications Available: March 12, 2004.

Deadline for Transmittal of Applications: July 1, 2004.

Deadline for Intergovernmental Review: August 30, 2004.

Eligible Applicants: States that have enacted a State law
authorizing per-pupil facilities aid for charter schools.

Estimated Available Funds: \$18,700,000.

Estimated Range of Awards: \$2,000,000 - \$10,000,000.

Estimated Average Size of Awards: \$3,740,000.

Estimated Number of Awards: 5.

Note: Contingent upon the availability of funds, we may
make additional awards in future years from the rank-
ordered list of unfunded applications from this
competition.

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

Project Period: The program duration may be for a period of up to 5 years.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: This program will provide grants to eligible States to help them establish or enhance, and administer, per-pupil facilities aid programs for charter schools.

Priorities

Competitive Preference Priority: In accordance with 34 CFR 75.105(b)(2)(iv), the following priority is from sections 5202(e) and 5205(b) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended. For this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), we award up to an additional 20 points to an application, depending on how well the application meets this priority.

This priority is:

The Secretary gives priority to States to the extent that States meet all four of the statutory criteria described in paragraphs (a) through (d) of this section.

A State educational agency (SEA) that does not meet any one of the four statutory criteria will not receive any priority points.

In order to receive preference, an applicant must identify the statutory criteria that it meets and provide documentation supporting its claims.

Statutory Criteria

(a) Periodic Review and Evaluation (5 points, ESEA paragraph 5202(e)(2)). The State provides for periodic review and evaluation by the authorized public chartering agency of each charter school at least once every 5 years unless required more frequently by State law, to determine whether the charter school is meeting the terms of the school's charter, and is meeting or exceeding the student's academic performance requirements and goals for charter schools as provided under State law or the school's charter.

(b) Number of High-Quality Charter Schools (5 points, ESEA subparagraph 5202(e)(3)(A)). The State has demonstrated progress in increasing the number of high-quality charter schools that are held accountable in the terms of the schools' charters for meeting clear and measurable objectives for the educational progress of the students attending the schools, in the period prior to the

period for which an SEA or eligible applicant applies for a grant under this competition.

(c) One Authorized Public Chartering Agency Other than an LEA, or an Appeals Process (5 points, ESEA subparagraph 5202(e) (3) (B)). The State --

(1) Provides for one authorized public chartering agency that is not an local educational agency (LEA), such as a State chartering board, for each individual or entity seeking to operate a charter school pursuant to State law; or

(2) In the case of a State in which LEAs are the only authorized public chartering agencies, allows for an appeals process for the denial of an application for a charter school.

(d) High Degree of Autonomy (5 points, ESEA subparagraph 5202(e) (3) (C)). The State ensures that each charter school has a high degree of autonomy over the charter school's budgets and expenditures.

Invitational Priority: Under this competition we are particularly interested in applications that address the following priority. For this competition this priority is an 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:

School choice. The Secretary invites applications that propose to increase the capacity of charter schools to offer public school choice in those communities with the greatest need for this choice by addressing the following factors:

- The extent to which the applicant would target services to geographic areas in which a large proportion or number of public schools have been identified for improvement, corrective action, or restructuring under title I of the ESEA, as amended by the No Child Left Behind Act of 2001 (NCLB);

- The extent to which the applicant would target services to geographic areas in which a large proportion of students perform poorly on State academic assessments; and

- The extent to which the applicant would target services to communities with large proportions of low-income students.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on

proposed selection criteria and other non-statutory requirements. Section 437(d)(1) of the General Education Provisions Act (GEPA) (20 U.S.C. 1232(d)(1)), however, allows the Secretary to exempt from rulemaking requirements rules governing the first grant competition under a new or substantially revised program authority. This is the first competition for this program. In order to ensure timely grant awards in FY 2004, the Secretary has decided to issue this application notice without first publishing the proposed selection criteria and other non-statutory requirements. These selection criteria and other non-statutory requirements, such as the clarification under "Funding Clarifications and Restrictions" that the program funds for this facilities program may be used for construction or the acquisition of real property, will apply to this grant competition only.

Program Authority: 20 U.S.C. 7221d(b).

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 76, 77, 79, 80, 81, 82, 84, 85, 86, 97, and 99.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$18,700,000.

Estimated Range of Awards: \$2,000,000 - \$10,000,000.

Estimated Average Size of Awards: \$3,740,000.

Estimated Number of Awards: 5.

Note: Contingent upon the availability of funds, we may make additional awards in future years from the rank-ordered list of unfunded applications from this competition.

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

Project Period: The program duration may be for a period of up to 5 years.

III. Eligibility Information

1. Eligible Applicants: States that have enacted a State law authorizing per-pupil facilities aid for charter schools.

2. Cost Sharing or Matching: Under section 5205(b)(2)(C) of the ESEA, as amended by the NCLB, States, or parties that are closely collaborating with them, are required to provide matching funds. The minimum non-Federal share of the total cost of the project increases each year of the grant, from 10 percent the first year to 80 percent in the fifth year.

Applicants that are initially selected to receive grants will not receive grant funds until they demonstrate, by July 15, 2004, that they have funded the non-Federal

share of the matching funds required under this program. The Department reserves the right to revoke a grant award if an initial recipient does not have the required non-Federal funding by this date.

Supplement-not-supplant provision. Grantees shall use funds under this program to supplement, and not supplant, State and local public funds spent on per-pupil facilities aid programs, administration of these programs, and programs for charter schools in total at the State and local levels.

3. Other: The charter schools that a grantee selects to benefit from this program must meet the definition of a charter school, as defined in the Charter Schools Program authorizing statute in section 5210(1) of the ESEA. The definitions of charter school and authorized public chartering agency are in the application package.

IV. Application and Submission Information

1. Address to Request Application Package: Education Publications Center (ED Pubs), 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), you may call (toll free): 1-877-576-7734.

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

If you request an application from ED Pubs, be sure to
identify this competition as follows: CFDA number 84.282D.

Individuals with disabilities may obtain a copy of the
application package in an alternative format (e.g.,
Braille, large print, audiotape, or computer diskette) by
contacting the program contact persons listed elsewhere in
this notice under For Further Information Contact (see VII.
Agency Contacts).

2. Content and Form of Application Submission:

Requirements concerning the content of an application,
together with the forms you must submit, are in the
application package for this program.

Page Limit: We have found that reviewers are able to
conduct the highest-quality review when applications are
concise and easy to read. Applicants are encouraged to
limit their applications to no more than 30 double-spaced
pages (not including the required forms and tables), to use
a 12-point or larger-size font with one-inch margins at the
top, bottom, and both sides, and to number pages
consecutively. Furthermore, applicants are strongly

encouraged to include a table of contents that specifies where each required part of the application is located.

3. Submission Dates and Times:

Applications Available: March 12, 2004.

Deadline for Transmittal of Applications: July 1, 2004.

Note: We are requiring that applications for grants under this program be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. For information about how to access the e-GRANTS system or to request a waiver of the electronic submission requirement, please refer to Section IV, Other Submission Requirements, in this notice.

The application package for this program specifies the hours of operation of the e-Application Web site. If you are requesting a waiver of the electronic submission requirement, the dates and times for the transmittal of applications by mail or by hand (including a courier service or commercial carrier) are also in the application package.

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

Deadline for Intergovernmental Review: August 30, 2004.

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 Clarifications and Restrictions: Under 34 CFR 75.533, a grantee is prohibited from using grant funds for construction or the acquisition of real property, unless specifically authorized by statute or regulation. Consistent with the provisions of 34 CFR 75.533, and based on the purpose of this facilities program, namely to provide funding for charter school facilities, we interpret section 5205(b) of the ESEA to permit the use of funds awarded under this competition for construction and the acquisition of real property. Administrative costs in excess of five percent are not allowable under the program statute.

Administration of a per-pupil facilities aid program includes providing indirect costs, evaluation, technical assistance, dissemination, personnel costs, and any other costs involved in administering the State's per-pupil facilities aid program.

6. Other Submission Requirements: Instructions and requirements for the transmittal of applications by mail or

by hand (including a courier service or commercial carrier) are in the application package for this program.

Application Procedures: The Government Paperwork Elimination Act (GPEA) of 1998 (Pub. L. 105-277) and the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107) encourage us to undertake initiatives to improve our grant processes. Enhancing the ability of individuals and entities to conduct business with us electronically is a major part of our response to these Acts. Therefore, we are taking steps to adopt the Internet as our chief means of conducting transactions in order to improve services to our customers and to simplify and expedite our business processes.

We are requiring that applications for grants under the State Charter School Facilities Incentive Grants Program--CFDA Number 84.282D be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. The e-GRANTS system is accessible through its portal page at: <http://e-grants.ed.gov>

Note: The e-Application for this program will be available on March 12, 2004. Please be advised that applicants can begin work on program narrative sections, using a word processing program such as MS Word or WordPerfect, prior to

the application availability date. Applicants should be aware that, in e-Application, the program narrative will be divided into sections with each selection criteria requiring a separate file upload. All files should be saved in .DOC or .RTF format, as the e-Application system only accepts those file types.

If you are unable to submit an application through the e-GRANTS system, you may submit a written request for a waiver of the electronic submission requirement. In your request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Jim Houser, U.S. Department of Education, 400 Maryland Avenue, SW., room 3C140, Washington, DC 20202. Please submit your request no later than two weeks before the application deadline date.

If, within two weeks of the application deadline date, you are unable to submit an application electronically, you must submit a paper application by the application deadline date in accordance with the transmittal instructions in the application package. The paper application must include a written request for a waiver documenting the reasons that prevented you from using the Internet to submit your application.

Pilot Project for Electronic Submission of Applications:

We are continuing to expand our pilot project for electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. The State Charter School Facilities Incentive Grants Program--CFDA Number 84.282D is one of the programs included in the pilot project. If you are an applicant under the State Charter School Facilities Incentive Grants Program, you must submit your application to us in electronic format or receive a waiver.

The pilot project involves the use of e-Application. If you use e-Application, you will be entering data online while completing your application. You may not e-mail an electronic copy of a grant application to us. The data you enter online will be saved into a database. We shall continue to evaluate the success of e-Application and solicit suggestions for its improvement.

If you participate in e-Application, please note the following:

- When you enter the e-Application system, you will find information about its hours of operation. We strongly recommend that you do not wait until the application deadline date to initiate an e-Application package.

- You will not receive additional point value because you submit a grant application in electronic format, nor

will we penalize you if you submit an application in paper format.

- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424); program-specific tables, and all necessary assurances and certifications.

- Your e-Application must comply with any page limit requirements described in this notice.

- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from e-Application.
2. The institution's Authorizing Representative must sign this form.
3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.
4. Fax the signed ED 424 to the Application Control Center at (202) 260-1349.

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

Application Deadline Date Extension in Case of System

Unavailability: If you are prevented from submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery.

We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an e-Application for this competition; and

2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

- (b) The e-Application system is unavailable for any period of time during the last hour of operation (that is, for any period of time between 3:30 p.m. and 4:30 p.m., Washington, DC time) on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the persons listed elsewhere in this notice under For Further

Information Contact (see VII. Agency Contacts) or (2) the e-GRANTS help desk at 1-888-336-8930.

You may access the electronic grant application for the State Charter School Facilities Incentive Grants Program at: <http://e-grants.ed.gov>

V. Application Review Information

Selection Criteria: The selection criteria for this program are as follows:

(a) Adequacy of facility funding (35 points).

(i) The extent to which the proposal provides adequate funding for charter school facilities on a per-pupil basis.

(ii) The extent to which there is adequate funding, including funds other than per-pupil facilities aid, for charter schools to meet their facility needs.

(b) Quality of plan (35 points).

(i) The likelihood that the proposed grant project will result in the State either retaining a new per-pupil facilities aid program or continuing to enhance such a program without the total amount of assistance (State and Federal) declining over a five-year period.

(ii) The flexibility charter schools have in their use of facility funds for the various authorized purposes.

(iii) The quality of the plan for identifying charter schools and determining their eligibility to receive funds.

(iv) The formula's ability to target resources to charter schools with the greatest need and the highest proportions of students in poverty.

(v) For projects that plan to reserve funds for evaluation, the quality of the applicant's plan to use grant funds for this purpose.

(vi) For projects that plan to reserve funds for technical assistance, dissemination, or personnel, the quality of the applicant's plan to use grant funds for these purposes.

(c) The grant project team (15 points).

(i) The qualifications, including relevant training and experience, of the project manager and other members of the grant project team, including employees not paid with grant funds, consultants, and subcontractors.

(ii) The adequacy and appropriateness of the applicant's staffing plan for the grant project.

(d) The budget (15 points).

(i) The extent to which the requested grant amount and the project costs are reasonable in relation to the objectives, design, and potential significance of the proposed grant project.

(ii) The extent to which the costs are reasonable in relation to the number of students served and to the anticipated results and benefits.

(iii) The extent to which the Federal share of the costs of the project (which may not exceed the percentages allowed under section 5205(b)(2)(C) of the ESEA) falls below the maximums allowed, particularly in the initial years of the program.

(iv) The need for per-pupil charter school facility funding in the State.

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 also notify you informally.

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

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

We reference the regulations outlining the terms and conditions of the award in the Applicable Regulations

section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. 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 specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The performance measure for this program is growth in the number of States with per-pupil facilities aid programs for charter schools. The Department may develop additional measures at a later date that may require data collection from grantees.

VII. Agency Contacts

For Further Information Contact: Valarie Perkins or Jim Houser, U.S. Department of Education, 400 Maryland Avenue, SW., room 3C140, Washington, DC 20202-6140. Telephone: (202) 260-1924 or by e-mail: charter.facilities@ed.gov

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

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact persons listed in this section.

VIII. Other Information

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

Nina Shokraii Rees,
Deputy Under Secretary for
Innovation and Improvement.

**SECTION
B
PROGRAM
STATUTE**

PROGRAM STATUTE

Subpart 1 —Charter School Programs

Section 5205 (b) PER-PUPIL FACILITIES AID PROGRAMS-

(1) DEFINITION OF PER-PUPIL FACILITIES AID PROGRAM- In this subsection, the term per-pupil facilities aid program' means a program in which a State makes payments, on a per-pupil basis, to charter schools to provide the schools with financing —

- (A) that is dedicated solely for funding charter school facilities; or
- (B) a portion of which is dedicated for funding charter school facilities.

(2) GRANTS-

(A) IN GENERAL- From the amount made available to carry out this subsection under paragraphs (2) and (3)(B) of section 5211(b) for any fiscal year, the Secretary shall make grants, on a competitive basis, to States to pay for the Federal share of the cost of establishing or enhancing, and administering per-pupil facilities aid programs.

(B) PERIOD- The Secretary shall award grants under this subsection for periods of not more than 5 years.

(C) FEDERAL SHARE- The Federal share of the cost described in subparagraph (A) for a per-pupil facilities aid program shall be not more than —

- (i) 90 percent of the cost, for the first fiscal year for which the program receives assistance under this subsection;
- (ii) 80 percent in the second such year;
- (iii) 60 percent in the third such year;
- (iv) 40 percent in the fourth such year; and
- (v) 20 percent in the fifth such year.

(3) USE OF FUNDS-

(A) IN GENERAL- A State that receives a grant under this subsection shall use the funds made available through the grant to establish or enhance, and administer, a per-pupil facilities aid program for charter schools in the State.

(B) EVALUATIONS; TECHNICAL ASSISTANCE; DISSEMINATION- From the amount made available to a State through a grant under this subsection for a fiscal year, the State may reserve not more than 5 percent to carry out evaluations, to provide technical assistance, and to disseminate information.

(C) SUPPLEMENT, NOT SUPPLANT- Funds made available under this subsection shall be used to supplement, and not supplant, State and local public funds expended to provide per pupil facilities aid programs, operations financing programs, or other programs, for charter schools.

(4) REQUIREMENTS-

(A) VOLUNTARY PARTICIPATION- No State may be required to participate in a program carried out under this subsection.

(B) STATE LAW- To be eligible to receive a grant under this subsection, a State shall establish or enhance, and administer, a per-pupil facilities aid program for charter schools in the State, that —

- (i) is specified in State law; and
- (ii) provides annual financing, on a per-pupil basis, for charter school facilities.

(5) APPLICATIONS- To be eligible to receive a grant under this subsection, a State shall submit an application to the Secretary at such time, in such manner, and containing such information as the Secretary may require.

(6) PRIORITIES- In making grants under this subsection, the Secretary shall give priority to States that meet the criteria described in paragraph (2), and subparagraphs (A), (B), and (C) of paragraph (3), of section 5202(e).

(c) RULE OF CONSTRUCTION- Nothing in this section shall be construed to require charter schools to collect any data described in subsection (a).

Subsection cross-referenced under Section 5205(B)(6)

Section 5202 (e) PRIORITY TREATMENT-

(1) IN GENERAL- In awarding grants under this subpart for fiscal year 2002 or any succeeding fiscal year from any funds appropriated under section 5211 (other than funds reserved to carry out section 5205(b)), the Secretary shall give priority to States to the extent that the States meet the criteria described in paragraph (2) and one or more of the criteria described in subparagraph (A), (B), or (C) of paragraph (3).

(2) REVIEW AND EVALUATION PRIORITY CRITERIA- The criteria referred to in paragraph (1) are that the State provides for periodic review and evaluation by the authorized public chartering agency of each charter school, at least once every 5 years unless required more frequently by State law, to determine whether the charter school is meeting the terms of the school's charter, and is meeting or exceeding the student academic achievement requirements and goals for charter schools as set forth under State law or the school's charter.

(3) PRIORITY CRITERIA- The criteria referred to in paragraph (1) are the following:

(A) The State has demonstrated progress, in increasing the number of high-quality charter schools that are held accountable in the terms of the schools' charters for meeting clear and measurable objectives for the educational progress of the students attending the schools, in the period prior to the period for which a State educational agency or eligible applicant applies for a grant under this subpart.

(B) The State —

(i) provides for one authorized public chartering agency that is not a local educational agency, such as a State chartering board, for each individual or entity seeking to operate a charter school pursuant to such State law; or

(ii) in the case of a State in which local educational agencies are the only authorized public chartering agencies, allows for an appeals process for the denial of an application for a charter school.

(C) The State ensures that each charter school has a high degree of autonomy over the charter school's budgets and expenditures.

**SECTION
C
APPLICATION
CONTENTS**

APPLICATION CHECKLIST

As discussed on the following pages, a complete application must include all of the documents listed below.

- Cover page (SF 424)
- Program narrative, including responses to the selection criteria
- Enabling Statutes and Other Relevant Legislation
- Table 1- Charter School Aid Paid by State
- Table 2- Budget Form
- Table 3- Grant Funds as a Percentage of the Cost of Per-Pupil Facilities Aid
- Assurances and Certifications
 - Program-specific assurance
 - Assurances—Non-Construction Programs
 - Certifications Regarding Lobbying; Debarment; Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements
 - Disclosure of Lobbying Activity
- Response to Section 427 of GEPA Guidance

Did You --

- Provide one (1) original plus three (3) copies of the application (for a total of **4** copies)?
- Include all required forms with original signatures and dates?
- Submit a copy of the application to the State Single Point of Contact (if applicable)?
- Include “**Attention: CFDA 84.282D**” on the cover and envelope containing your application package?

Forms that Must be Downloaded

You will need to download the following required Federal forms. The first four forms are available at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

- **ED 424 Form** - Application Form for Federal Education Assistance
- **ED 80-0013 Form** - Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- **ED 80-0014 Form** - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions
- **SF LLL Form** - Disclosure of Lobbying Activities

An additional required form is available at: <http://www.whitehouse.gov/omb/grants/sf424d.pdf>.

- **SF 424D** - Construction assurances

GENERAL INSTRUCTIONS

To compete for an award under this program, your completed application must include the following five parts:

Part I: Application for Federal Assistance (Standard Form 424)

This part of your application consists of the standard application face page on which you provide basic identifying information about the applicant and the application. Specific instructions for completing this form are located on the back of the form.

Additional clarifications for completing this form:

- All applicants should answer “no” to question # 6.

Part II: Program Narrative Addressing the Project Selection Criteria and the Application Content Requirements

This part of your application contains information responsive to the Project Selection Criteria and the Application Content Requirements. Make sure that your narrative addresses all of the elements. *We strongly recommend that the information be organized around and appear in the same sequence as the Project Selection Criteria.*

Please also include the following applicable tables:

- Table 1- Charter School Aid Paid by State
- Table 2- Budget Form
- Table 3- Grant Funds as a Percentage of the Cost of Per-Pupil Facilities Aid

Part III: Enabling statutes and other relevant legislation

This part of your application includes the bill or enacted statute (please specify which one it is) that authorizes per-pupil facilities aid for charter schools. In the event it is a bill, please indicate which hurdles it has passed towards enactment (e.g., passage by a specified legislative body) and which hurdles remain (e.g., passage by a specified legislative body and signature of a governor).

In addition, provide any available statutes regarding the appropriation level for per-pupil facilities aid for charter schools since authorized activities are not always funded. In the event that funding has not already been enacted, please indicate which hurdles it has passed towards enactment and which hurdles remain.

Part IV: Assurances and Certifications

Be certain to include all assurances and certifications, and sign each form in the appropriate place. These include:

- Program-specific assurance
- Assurances— Construction Programs
- Certifications Regarding Lobbying; Debarment; Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements
- Disclosure of Lobbying Activity

Part V: Response to Section 427 of GEPA Guidance

This part of the application includes a narrative that responds to the Section 427 of GEPA notice that is included in the application package.

PRIORITIES AND PROJECT SELECTION CRITERIA

The Challenge: Helping Charter Schools and Promoting School Choice

Charter schools have difficulty obtaining adequate facilities for various reasons. One major obstacle is that charter schools that are freestanding local educational agencies (LEAs) generally lack the authority to raise property taxes. This inability to raise taxes, combined with the inherent risk that charter schools need to renew their charters to remain open, makes it difficult for investors to risk financing the purchase of school facilities. A 2003 General Accounting Office (GAO) publication, *Charter Schools: New Charter Schools Across the Country and in the District of Columbia Face Similar Start-Up Challenges*, details their difficulties obtaining facilities. This study indicates that because financing a facility is difficult for charter schools, many of them rely on their per-pupil operating allocations to pay for their facility costs. These allocations are generally designed to be large enough to just cover operating expenses, not capital expenses such as facilities. GAO notes that of the 40 States, District of Columbia and Puerto Rico that all have charter schools, only 6 offer per-pupil facilities aid. Perhaps as a result, over half of the nation's charter schools are in these six States.

The State Charter School Facilities Incentive Grants program is intended to encourage States to develop per-pupil facilities aid programs and share in the costs associated with charter schools facilities funding.

Charter schools serve as a key to providing meaningful public school choice. In addition, the number of charter schools that grantees will be able to serve with these funds is limited. Consequently, proposals that focus funds on areas that need school choice the most will score higher than other proposals.

The Secretary will select for funding under the State Charter School Facilities Incentive Grants program those applications that are deemed of highest overall quality. Experts in charter schools and education finance will review the applications and assign to each application up to 120 points using the Project Selection Criteria and corresponding weights described in this section and the Competitive Priorities. Each criterion includes factors the reviewers will consider in determining how well an application meets the criterion.

Reviewers will use their own professional judgment to assess the quality of each application against these criteria. To be competitive, applicants must address each of the selection criteria fully and clearly. We recommend that applicants organize their application narrative around the Competitive Priority and the Project Selection Criteria.

The Invitational Priority is for applicants that propose a grant project that increases the capacity of charter schools to offer school choice in those communities with the greatest need for public school choice.

The Invitational Priority related to the applicant increasing the capacity of charter schools to offer school choice in those communities with the greatest need for public school choice (no points):

This criterion focuses on the likelihood that the proposed project will increase the capacity of charter schools to provide public school choice in those geographic areas where school choice is needed most. Part of this need to provide public school choice is related to Title I of the Elementary and Secondary Act as amended by the No Child Left Behind (NCLB) Act. Under NCLB, school districts are required to provide public school choice to students in schools that have either (1) failed to make adequate yearly progress for two years, or (2) are considered to be persistently dangerous. Although NCLB became law in January 8, 2002, school districts are already indicating that they are having difficulty finding sufficient space in schools so that students can transfer to quality schools that provide a safe learning environment.

Factors that will be considered in assessing the applicant's proposal to address school facility capacity issues related to increasing the capacity of charter schools to provide public school choice in those communities with the greatest need for such choice, including:

- The extent to which the applicant would target services to geographic areas in which a large proportion or number of public schools have been identified for improvement, corrective action, or restructuring under Title I of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act;
- The extent to which the applicant would target services to geographic areas in which a large proportion of students perform poorly on State academic assessments; and
- The extent to which the applicant would target services to communities with large proportions of low-income students.

The competitive priority is for grant applicants with relatively strong charter school programs. (20 points)

A State educational agency (SEA) that does not meet any one of the four statutory criteria will not receive any priority points. In order to receive preference, an applicant must identify the statutory criteria that it meets and provide documentation supporting its claims.

Factors that will be considered in assessing the competitive priority are:

- Periodic Review and Evaluation (5 points, ESEA paragraph 5202(e)(2)). The State provides for periodic review and evaluation by the authorized public chartering agency of each charter school at least once every 5 years unless required more frequently by State law, to determine whether the charter school is meeting the terms of the school's charter, and is meeting or exceeding the student's academic performance requirements and goals for charter schools as provided under State law or the school's charter.
- Number of High-Quality Charter Schools (5 points, ESEA subparagraph 5202(e)(3)(A)). The State has demonstrated progress in increasing the number of high-quality charter schools that are held accountable in the terms of the schools' charters for meeting clear and measurable objectives for the educational progress of the students attending the schools, in the period prior to the period for which an SEA or eligible applicant applies for a grant under this competition.
- One Authorized Public Chartering Agency Other than an LEA, or an Appeals Process (5 points, ESEA subparagraph 5202(e)(3)(B)).
The State --
 - (1) Provides for one authorized public chartering agency that is not an local educational agency (LEA), such as a State chartering board, for each individual or entity seeking to operate a charter school pursuant to State law; or
 - (2) In the case of a State in which LEAs are the only authorized public chartering agencies, allows for an appeals process for the denial of an application for a charter school.
- High Degree of Autonomy (5 points, ESEA subparagraph 5202(e)(3)(C)). The State ensures that each charter school has a high degree of autonomy over the charter school's budgets and expenditures.

A. The selection criteria related to the applicant’s capacity to carry out the proposed grant project include:

1) Adequacy of facility funding (35 points)

This criterion rewards applicants that provide sufficient funds to meet the facility needs of charter schools in the State. The second of the two factors under this criterion is broader than the first. For instance, it takes into account the participation of charter schools in State bonding programs and State efforts to enhance the credit of charter schools through guaranteeing debt for facilities. The materials that reviewers will take into account when rating against this selection criterion include:

- Enabling statutes and other relevant legislation, such as appropriation legislation or tables.
- State budget proposals and tables.
- A description of how charter schools’ costs in total (operating, capital, and interest costs) are financed in the State and the level of that funding.
- A description of how public school facilities are financed within the State with a focus on a comparison between how facilities are financed for charter schools and regular public schools.
- A description of what represents an adequate amount of facilities funding for charter schools in the State.

Factors that will be considered in assessing the adequacy of facility funding include:

- The extent to which the proposal provides adequate funding for charter school facilities on a per-pupil basis.
- The extent to which there is adequate funding, including funds other than per-pupil facilities aid, for charter schools to meet their facility needs.

2) Quality of plan (35 points)

This criterion focuses on the quality of the State’s plan for delivering per-pupil facilities aid to charter schools.

The materials that reviewers will take into account when rating against this selection criterion include:

- Enabling statutes and other relevant legislation, such as appropriation legislation or tables.
- Table 1 – Per-Pupil facilities Aid Paid by State.
- Table 3 – Grant Funds as a Percentage of the Cost of Per-Pupil Facilities Aid.
- State budget proposals and tables.
- A description of how charter schools' facility costs are financed in the State and the level of that funding, and how the distribution and level of funding would change under the plan.
- A statement identifying the activities proposed to be undertaken with grant funds and the timeline for the activities, including the distribution of funds, and the procedures the applicant will use for documenting grant project procedures and results.

Factors that will be considered in assessing the quality of the plan include:

- The likelihood that the proposed grant project will result in the State either retaining a new per-pupil facilities aid program or continuing to enhance such a program without the total amount of assistance (State and Federal) declining over a five-year period;
- The flexibility charter schools have in their use of facility funds for the various authorized purposes;
- The quality of the plan for identifying charter schools and determining their eligibility to receive funds; and
- The formula's ability to target resources to charter schools with the greatest need and the highest proportions of students in poverty.
- For projects that plan to reserve funds for evaluation, the quality of the applicant's plan to use grant funds for this purpose.
- For projects that plan to reserve funds for technical assistance, dissemination, or personnel, the quality of the applicant's plan to use grant funds for these purposes.

3) The grant project team (15 points).

This criterion focuses on the relevant training and experience of key grant project personnel, consultants, and subcontractors. Successful applicants will plan to use the services of individuals with substantial experience and expertise in education finance, charter schools, and other appropriate areas.

The materials that reviewers will take into account when rating against this selection criterion include:

- A description of current job responsibilities, the educational background, and the experience and skills of each member of the grant project team as described in current resumes. The resumes should pay particular attention to experience in the fields of education finance and charter schools. Position qualification statements should be provided for any staff, including through contracts, the applicant plans to hire for the project.
- A staffing plan for the project, including a description of the assignments by activity or service.

Factors used to assess the grant project team include:

- The qualifications, including relevant training and experience, of the project manager and other members of the grant project team, including employees not paid with grant funds, consultants, and subcontractors; and
- The adequacy and appropriateness of the applicant's staffing plan for the grant project.

4) The budget (15 points)

This criterion focuses on the reasonableness of the budget.

The materials reviewers will take into account when rating against this selection criterion include:

- Table 2 -- Budget form
- Table 3 -- Grant Funds as a Percentage of the Cost of Per-Pupil Facilities Aid
- State budget proposals and tables.

- A description of how charter schools' costs in total (operating, capital, and interest costs) are financed in the State and the level of that funding.
- A description of how public school facilities are financed within the State with focus on a comparison between how facilities are financed for charter schools and regular public schools.
- A description of the unmet need for charter school facility funding absent the assistance that would be provided under the proposal.

Factors used to assess the budget include:

- The extent to which the requested grant amount and the project costs are reasonable in relation to the objectives, design, and potential significance of the proposed grant project;
- The extent to which the costs are reasonable in relation to the number of students served and to the anticipated results and benefits;
- The extent to which the Federal share of the costs of the project (which may not exceed the percentages allowed under section 5205(b)(2)(C) of the ESEA) falls below the maximums allowed, particularly in the initial years of the program; and
- The need for per-pupil charter school facility funding in the State.

Table 1 – Charter School Aid Paid by State

Source	Fiscal year 2001	Fiscal year 2002	Fiscal year 2003	Fiscal year 2004¹	Fiscal year 2005	Fiscal year 2006	Fiscal year 2007	Fiscal year 2008	Fiscal year 2009
1. Per-pupil funding for charter school facilities ²									
2. Other funding for charter schools ³									
Total									

¹ The State's fiscal year 2004 begins on _____ and ends on _____. If the State has not yet made a decision about the level of funding for these activities in Fiscal Year 2004, please indicate the status of funding for Fiscal Year 2004 in the State for these activities. The purpose of this table is to determine total amount of per-pupil facilities aid and assistance in general for charter schools.

² This funding includes funds that are distributed on a per-pupil basis that are (1) dedicated solely for funding charter school facilities and (2) the portion of funds that are dedicated for charter school facilities that are part of a distribution of funds that may be used for other purposes, such as operating expenses for charter schools or facility funds for regular public schools.

³ These funds include operating funds for charter schools, per-pupil allocations to charter schools that are not designated solely for facilities, facilities funds that are not awarded to charter schools on a per-pupil basis.

Table 2 -Budget Form: Grant Funds Expenditures

Budget categories	Project year 1	Project year 2	Project year 3	Project year 4	Project year 5	Total
A. Administrative funds (5%)						
A.1. Indirect costs						
A.2. Evaluation						
A.3. Technical assistance						
A.4. Dissemination						
A.5. Personnel costs not associated with evaluation, technical assistance, or dissemination						
A. Total administrative costs						
B. Per-pupil facilities aid for charter schools						
Per-pupil funding for charter school facilities						
C. Grand total – Federal grant request						

Instructions for Table 2 -- Budget Form: Grant Funds Expenditures

A. Administrative funds:

A.1. Indirect costs: Many organizations have indirect cost rates established with the U.S. Department of Education which allow those organizations to spend a portion of their grant funds on a share of the total organization costs such as rent and utilities. For this grant you may choose to claim indirect costs, but the total amount may not exceed five percent. Also, if you choose to claim indirect costs, the sum of your indirect costs and your other administrative costs combined may not exceed five percent.

A. Total administrative costs: The total for this line should include the sum of lines A.1. through A.5. This line cannot exceed five percent of the requested amount for the entire project period.

B. Per-pupil facilities aid for charter schools

This funding includes funds that are distributed on a per-pupil basis that are (1) dedicated solely for funding charter school facilities and (2) the portion of funds that are *dedicated for charter school facilities* that are part of a distribution of funds that may be used for other purposes, such as operating expenses for charter schools or facility funds for regular public schools.

C. Grand Total

The amount in the total column for this row should be the same as the request on Form ED 424.

Table 3 - Grant Funds as a Percentage of the Cost of Per-Pupil Facilities Aid

Budget categories	Project year 1*	Project year 2	Project year 3	Project year 4	Project year 5	Total
A. Line C, Grand total, from Table 2 – Budget Form						
B. Line 1, State per-pupil funding for charter school facilities, from Table 1 - - Charter School Aid Paid by State						
C. Total						
D. Federal grant request (Line A., Table 3) as a percentage of the cost of per-pupil facilities aid (Line C., Table 3)						

***Project Year 1 is the same as State fiscal year 2004 unless the applicant explicitly notes and explains which project year maps to which State fiscal year.**

Program-Specific Assurance

I assure that my State intends to provide (either alone or with the assistance of other parties, such as foundations) annual funding, on a per-pupil basis, for charter school facilities. Furthermore, I am aware that the Federal share declines in accordance with the table below:

Matching Requirement for State charter school facilities incentive grants program, by Grant Project Year

	Non-Federal share	Federal share (maximum)
Year 1	10%	90%
Year 2	20%	80%
Year 3	40%	60%
Year 4	60%	40%
Year 5	80%	20%

Signature

Title

GUIDANCE ON SECTION 427 OF THE GENERAL EDUCATION PROVISION ACT

Notice To All Applicants

The purpose of this enclosure is to inform you about a provision in the Department of Education's General Education Provisions Act (GEPA) – Section 427 -- that applies to applicants for new grant awards under Department programs.

To whom does this provision apply?

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

What does this provision require?

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 provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers 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.

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.

What are examples of how an applicant might satisfy the requirement of this provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, 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.

OMB Control No. 1890-0007 (Exp. 9/30/04)

**SECTION
D
ESTIMATED PUBLIC
REPORTING BURDEN**

ESTIMATED PUBLIC REPORTING BURDEN

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1855-0012. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** State charter school facilities incentive grants program, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3C140, Washington D.C. 20202-6140.

SECTION E

OTHER IMPORTANT INFORMATION AND NOTICES

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government 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 of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

In States that have not established a process or chosen a program for review, State, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS.

The list below, prepared by the U.S. Department of Education is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. It reflects those changes made by OMB as of 08/15/01. The only official and up to date version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site: <http://www.whitehouse.gov/omb/grants/spoc.html>. You may review and/or download the Adobe pdf (portable document format) version of this document at the aforementioned site. Please include this statement in any reproduction of this unofficial list.

You are strongly encouraged to access the Intergovernmental Review (SPOC List) link to the Grants Management Information section of the OMB web page regularly in the course of completing grant applications to be submitted to your designated State Single Point of Contact (SPOC). If you do not have access to the Internet, please use the list below to contact the office or individual listed in order to confirm the State Single Point of Contact (SPOC).

STATE SINGLE POINTS OF CONTACT (SPOCs)

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

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 material 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>]

<p style="text-align: center;">ARKANSAS</p> <p>Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7th Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 tlcopeland@dfa.state.ar.us</p>	<p style="text-align: center;">CALIFORNIA</p> <p>Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 state.clearinghouse@opr.ca.gov</p>
<p style="text-align: center;">DELAWARE</p> <p>Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway , 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 chopkins@state.de.us</p>	<p style="text-align: center;">DISTRICT OF COLUMBIA</p> <p>Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 414 4th Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 FAX: (202) 727-1652 opgd.eom@dc.gov</p>
<p style="text-align: center;">FLORIDA</p> <p>Jasmin Raffington Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 clearinghouse@dca.state.fl.us</p>	<p style="text-align: center;">GEORGIA</p> <p>Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 gach@mail.opb.state.ga.us</p>
<p style="text-align: center;">ILLINOIS</p> <p>Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 vbova@commerce.state.il.us</p>	<p style="text-align: center;">IOWA</p> <p>Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 steve.mccann@ided.state.ia.us</p>

<p>KENTUCKY</p> <p>Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-2512 ron.cook@mail.state.ky.us</p>	<p>MAINE</p> <p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 287-1461 (direct) FAX: (207) 287-6489 joyce.benson@state.me.us</p>
<p>MARYLAND</p> <p>Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 West Preston Street – Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 linda@mail.op.state.md.us</p>	<p>MICHIGAN</p> <p>Richard Pfaff Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 pfaff@semcog.org</p>
<p>MISSISSIPPI</p> <p>Cathy Mallette Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762 FAX: (601) 359-6758</p>	<p>MISSOURI</p> <p>Carol Meyer Teresa Kirchhoff Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Truman Building, Room 840 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 meyerc@mail.oa.state.mo.us kirchhoff@mail.oa.state.mo.us</p>

<p style="text-align: center;">NEVADA</p> <p>Heather Elliott Department of Administration State Clearinghouse 209 E. Musser Street, Room 200 Carson City, Nevada 89701 Telephone: (775) 684-0209 FAX: (775) 684-0260 Helliott@govmail.state.nv.us</p>	<p style="text-align: center;">NEW HAMPSHIRE</p> <p>Jeffrey H. Taylor Director New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2½ Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 FAX: (603) 271-1728 Jtaylor@osp.state.nh.us</p>
<p style="text-align: center;">NEW MEXICO</p> <p>Ken Hughes Local Government Division Room 201, Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 FAX: (505) 827-4948 khughes@dfa.state.nm.us</p>	<p style="text-align: center;">NORTH CAROLINA</p> <p>Jeanette Furney Department of Administration 1302 Mail Service Center Raleigh, North Carolina 27699-1302 Telephone: (919) 807-2323 FAX: (919) 733-9571 jeanette.furney@ncmail.net</p>
<p style="text-align: center;">NORTH DAKOTA</p> <p>Jim Boyd Division of Community Services 600 East Boulevard Ave, Dept 105 Bismarck, North Dakota 58505-0170 Telephone: (701) 328-2094 FAX: (701) 328-2308 jboyd@state.nd.us</p>	<p style="text-align: center;">RHODE ISLAND</p> <p>Kevin Nelson Department of Administration Statewide Planning Program One Capitol Hill Providence Rhode Island 02908-5870 Telephone: (401) 222-2093 FAX: (401) 222-2083 knelson@doa.state.ri.us</p>

<p style="text-align: center;">SOUTH CAROLINA</p> <p>Omeagia Burgess Budget and Control Board Office of State Budget 1122 Ladies Street – 12th Floor Columbia, South Carolina 29201 Telephone: (803) 734-0494 FAX: (803) 734-0645 aburgess@budget.state.sc.us</p>	<p style="text-align: center;">TEXAS</p> <p>Denise S. Francis Director, State Grants Team Governor’s Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 FAX: (512) 936-2681 dfrancis@governor.state.tx.us</p>
<p style="text-align: center;">UTAH</p> <p>Carolyn Wright Utah State Clearinghouse Governor’s Office of Planning and Budget State Capitol, Room 114 Salt Lake City, Utah 84114 Telephone: (801) 538-1535 FAX: (801) 538-1547 cwright@gov.state.ut.us</p>	<p style="text-align: center;">WEST VIRGINIA</p> <p>Fred Cutlip, Director Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 FAX: (304) 558-3248 fcutlip@wvdo.org</p>
<p style="text-align: center;">WISCONSIN</p> <p>Jeff Smith Section Chief, Federal/State Relations Wisconsin Department of Administration 101 East Wilson Street – 6th Floor P.O. Box 7868 Madison, Wisconsin 53707 Telephone: (608) 266-0267 FAX: (608) 267-6931 jeffrey.smith@doa.state.wi.us</p>	<p style="text-align: center;">AMERICAN SAMOA</p> <p>Pat M. Galea'i Federal Grants/Programs Coordinator Office of Federal Programs Office of the Governor/Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155 Fax: (684) 633-4195 pmgaleai@samoatelco.com</p>

<p style="text-align: center;">GUAM</p> <p>Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 jer@ns.gov.gu</p>	<p style="text-align: center;">PUERTO RICO</p> <p>Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 723-6190 FAX: (787) 722-6783</p>
<p style="text-align: center;">NORTHERN MARIANA ISLANDS</p> <p>Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 FAX: (670) 664-2272 omb.jseman@saipan.com</p>	<p style="text-align: center;">VIRGIN ISLANDS</p> <p>Ira Mills Director, Office of Management & Budget # 41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 irmills@usvi.org</p>

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

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 Catalog of Federal Domestic Assistance (CFDA) [<http://www.cfda.gov/>].**

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be
Rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

APPLICATION TRANSMITTAL INSTRUCTIONS

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.

An original and two copies of an application for an award must be mailed or hand-delivered by the application deadline date unless it is submitted electronically.

A. Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Applications sent by mail must be addressed to:

**U.S. Department of Education
Application Control Center
Attention: (CFDA 84.282D)
Room 3671
Regional Office Building 3
400 Maryland Avenue, SW.
Washington, D.C. 20202-4725**

Applicants 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 U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

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

Applicants should note that 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.

If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 708-9493.

You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

If your application is late, we will notify you that we will not consider the application.

B. Applications Delivered by Hand/Courier Service

An application that is hand-delivered must be taken to:

**U.S. Department of Education
Application Control Center
Attention: (CFDA 84.282D)
Room 3671
Regional Office Building 3
7th & D Streets, SW.
Washington, D.C. 20202-4725**

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

The Center accepts application deliveries must use the D Street entrance only. A person delivering an application must show identification to enter the building.