

Archived Information

U.S. Department of Education
Office of Elementary and Secondary Education
Academic Improvement and Teacher Quality Programs
Washington, D.C. 20202-6200

Fiscal Year 2008

**Application for New Grants Under
the Alaska Native Education Program**

CFDA 84.356A



Dated Material - Open Immediately

Closing Date: March 10, 2008

Approved OMB Number: 1890-0009

Expiration Date: 06/30/2008

Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: 1890-0009. The time required to complete this information collection is estimated to average 24 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: Alexis Fisher, Alaska Native Education program, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3W217, Washington D.C. 20202-6200, or to Erica Shephard, Academic Improvement Group, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3W205, Washington, D.C. 20202-6200.

Table of Contents

A) Program Background Information	2
Program Overview	2
Applicant Guide to Selection Criteria	5
Program Requirements	10
B) Application Transmittal Instructions.....	12
Education Submission Procedures and Tips for Applicants	15
Submission Problems – What should you do?	16
Important Information for Microsoft Vista and Word Users	17
Attaching Files – Additional Tips	17
C) Legal and Regulatory Information	18
Notice inviting applications for new awards using FY 2008 funds	18
Program Statute	29
D) Application Instructions	35
Electronic Application Format	35
Electronic Application Submission Checklist.....	35
Part 1: Preliminary Documents	37
Part 2: Budget Information.....	44
Part 3: ED Abstract Form.....	49
Part 4: Project Narrative Attachment Form.....	50
Part 5: Budget Narrative.....	52
Part 6: Other Attachments Form	57
Part 7: Assurances and Certifications.....	58
E) Reporting and Accountability	62
F) APPENDIX A: Annual Performance Report.....	63
G) APPENDIX B: Exception to Electronic Submission Policies	68



United States Department of Education
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
ACADEMIC IMPROVEMENT AND TEACHER QUALITY PROGRAMS

January 25, 2008

Dear Colleague:

Thank you for your interest in the Alaska Native Education program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education. This document includes information for applicants seeking funding for new grant projects with Fiscal Year (FY) 2008 under the Alaska Native Education Program (ANE), authorized under Title VII, Part C of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001. The purpose of the Alaska Native Education Program is to support innovative projects that meet the unique needs of and improve the educational services provided to Alaska Natives.

Please take the time to review the applicable priorities, selection criteria, and all of the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (EDGAR §75.216 (b) and (c)).

The Secretary has established a competitive preference priority, as well as an invitational priority for secondary school projects. Specific information on these priorities can be found within the application package.

For this competition it is **mandatory** for applicants to use the new government-wide website, Grants.gov (<http://www.grants.gov>), to apply. Please note that the Grants.gov site works differently than the U.S. Department of Education's e-Application System. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that you register early and submit early.

Using FY 2008 funds, the Department expects to award \$7,500,000.00 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 36 months. Grants are expected to be awarded in July with a September start date.

Please visit our program website at <http://www.ed.gov/programs/alaskanative> for further information. If you have any questions about the program after reviewing the application package, please contact Alexis Fisher at (202) 401-0281 or e-mail: alexis.fisher@ed.gov or you may contact Erica Shephard at (202) 205-3871 or e-mail: erica.shepherd@ed.gov.

Joseph Conaty
Director

Program Background Information

Program Overview

PROGRAM CONTACT

After reviewing the entire application package if you have any questions about the program, please contact Alexis Fisher at alexis.fisher@ed.gov or (202) 401-028 or Erica Shephard at erica.shephard@ed.gov or (202) 205-3871. Information is also available at <http://www.ed.gov/programs/alaskanative/index.html> through the Alaska Native's website.

PROGRAM INFORMATION

The purpose of this program is to recognize, cultivate and support efforts to help meet the unique educational needs of Alaska Natives and to support the development of supplemental educational programs to benefit Alaska Natives. To this end, ED awards competitive grants for a period of up to 3-year to support innovative projects address the distinct educational needs of Alaska Natives. The Alaska Native Education program supports the following activities that should be based on scientifically based research as defined in section 7304 of the No Child Left Behind Act:

- The development and implementation of plans, methods, and strategies to improve the education of Alaska Natives;
- The development of curricula and educational programs that address the educational needs of Alaska Native students;
- Professional development activities for educators;
- The development and operation of home instruction programs for Alaska Native preschool children, to ensure the active involvement of parents in their children's education from the earliest ages;
- Family literacy services;
- The development and operation of student enrichment programs in science and mathematics;
- Research and data collection activities to determine the educational status and needs of Alaska Native children and adults;
- Other research and evaluation activities related to programs carried out under this part;
- Remedial and enrichment programs to assist Alaska Native students in performing at a high level on standardized tests;
- Education and training of Alaska Native students enrolled in a degree program that will lead to certification or licensing as teachers;
- Parenting education for parents and caregivers of Alaska Native children to improve parenting and care giving skills (including skills relating to discipline and cognitive development, and parenting education provided through in-home visitation of new mothers);
- Activities carried out through Even Start programs and Head Start programs Act, including the training of teachers;
- Other early learning and preschool programs;
- Dropout prevention programs;

- Career preparation activities to enable Alaska Native children and adults to prepare for meaningful employment, including programs providing tech-prep, mentoring, training, and apprenticeship activities;
- Provision of operational support and purchasing of equipment, to develop regional vocational schools in rural areas of Alaska, including boarding schools, for Alaska Native students in grades 9 through 12, or at higher levels of education, to provide the students with necessary resources to prepare for skilled employment opportunities;
- Construction of facilities that support the operation of Alaska Native education programs; and
- Other activities, consistent with the purpose of this program, to meet the educational needs of Alaska Native children and adults.

Note: Congress specifically authorized construction as an allowable activity when it appropriated funds for this program for FY 2008.

ELIGIBLE APPLICANTS

Alaska Native organizations, educational entities with experience in developing or operating Alaska Native programs or programs of instruction conducted in Alaska Native languages, cultural and community-based organizations with experience in developing or operating programs to benefit Alaska Natives, and consortia of organizations and entities described in this paragraph to carry out programs that meet the purposes of the program. A State educational agency or local educational agency may apply for an award only as part of a consortium involving an Alaska Native organization. The consortium may include other eligible applicants.

ESTIMATED FUNDS & AWARDS

The U.S. Department of Education is estimating that \$7,500,000 will be available for new awards during this competition. From this amount, we expect to award 11-18 new grants. Contingent upon the availability of funds and quality of applications, additional awards in FY 2009 may be granted from the list of unfunded applicants from this competition.

APPLICATION DEADLINE

The deadline for submitting an application is March 10, 2008. Please note that the electronic submission of your grant application must be **completed** by 4:30 p.m. Washington, D.C. time on the application deadline date. The U.S. Department of Education will not accept an application for this competition after 4:30 p.m. Washington, D.C. time. Therefore, we strongly encourage that you do not wait until the application deadline date to begin the application process. You may not e-mail an electronic copy of your application to us.

APPLICATION FORMAT

Please note, applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement. All applications must be entered into the Grants.gov system. E-mailed applications are not acceptable. Narrative attachments must be submitted as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If applicants upload a file type other than these three file types or submit a password-protected file, the application will not be reviewed.

Applicants must limit the program narrative that answers the selection criterion to no more than 25 pages. Applications must adhere to the following guidelines:

- 8 1/2" x 11" paper with a 1-inch margin on all sides, numbering pages throughout the document at the bottom right of each page beginning with 1.
- Double-space all text in the program narrative, using a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).
- Include all critical information in the program narrative, minimizing the need for appendices.

The page limit does not apply to the application sheet, required forms, the abstract, the Table of Contents, proof of eligibility, the budget summary form and narrative budget justification, the resumes, or the assurances and certifications. Many of these pages, when submitted electronically, are generated through forms that are separate from the program narrative. The format, response to the selection criterion, and required forms should be consistent for both electronic and paper submission (if granted an exception).

Applicant Guide to Selection Criteria

The intent of this section of the application package is to identify the selection criteria and help applicants understand how the criterion will be applied during the review process. Each selection criterion is presented in bold type below and followed by suggestions regarding how the criterion applies to this competition. The reviewers of your application will use these criteria and suggestions to guide their evaluations, so it is in your interest to become familiar with them. You should answer the criteria in the order presented. The inclusion of additional criterion in your response is confusing and indicates a boilerplate application that may or may not be suited to this grant program.

The program narrative should follow the order of the selection criteria listed below. Describe in detail activities planned for each funding period. Applicants are strongly encouraged to limit the narrative to 25 pages. All responses and submissions must be in the electronic formats accepted by Grants.gov, and therefore, must be submitted as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If applicants upload a file type other than these three file types or submit a password-protected file, the application will not be reviewed.

Three peer reviewers will evaluate each proposal. Reviewers will be asked to address the applicant's responses to each of the criterion identified below and score each of their assigned proposals. The points for the selection criterion add up to a score of 100. Five (5) competitive preference points may also be added to the score. The maximum score for all criteria and priority points is 105 points. The maximum score for each criterion is indicated in parentheses. Not responding to a specific criterion or in the order presented in the application package could detrimentally affect your score.

The selection criteria for this competition are as follows:

(a) Need for Project (20 points)

In determining the need for the proposed project, the Secretary considers the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

Suggestions for applicants: The question here is not if your community is in need, but what is your community's need. We suggest that your application include a description of your community or target group and the extent to which the proposed project is appropriate to, and will successfully address, the needs of the target population. You may want to consider: 1) timely, specific and relevant data and citing the factors that place Alaska Natives at risk of educational failure, such as poverty rates and education levels in the communities to be served; dropout and/or literacy rates; the percentage of limited English proficient students and adults and/or Title I students; and existing early childhood programs or interventions; and 2) describing how the proposed project will remedy the risk factors for each target population. Applicants are advised that a needs inventory may be helpful in determining the needs of the community and the gaps in the services that are available. The services to be provided should be closely tied to the identified needs. If older data or research is included in your application, it is suggested that you identify why it is still relevant to the proposal.

(b) Quality of Project Design (30 Points)

In determining the quality of the design of the proposed project, the Secretary considers 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.

Suggestions for applicants: We suggest that you clearly describe the activities to be provided by the project and elaborate on how these goals and objectives are linked to the identified needs. The roles to be played by any partnering organizations should be outlined, describing who will do what, when, and where, to what ends, and with what anticipated results. It is also suggested that you carefully tailor your activities to address the specific needs of program participants and to achieve the desired outcomes.

Successful applicants have included realistic goals with measurable goals and objectives and are clear in addressing how specific activities in the project design will lend themselves to assisting students in their area(s) of need. Objectives should not be a list of activities that should be conducted during the grant cycle, such as hiring a project director; but should set realistic and progressive indicators of project success. These objectives should likewise be measurable and assist in creating data to submit in the annual performance report included in the Appendix of this application package.

When addressing specific activities, it is suggested that applicants provide specific information regarding activities. For instance, merely asserting in an application that the project will assist students in meeting or exceeding local and state standards does not provide the reviewers of the application with a full understanding of how this will occur. For this type of example, it is our experience that successful applicants address the needs of students at risk of academic failure through the specific interventions of the project's design, such as specific remediation or enrichment activities.

There is a statutory requirement that each applicant for an award under this program provide for on-going advise from and consultation with representatives from the Alaska Native community. Applicants are advised that the quality of letters of support, with a clear demonstration of buy-in from senior administrators of the partnering organization, is more important than the quantity. It is our experience that the most successful applicants have involved their partner organizations in planning and writing the grant application, as well as in helping to implement the grant once awarded. You may include letters of commitment or memoranda of understanding that clearly indicate the role and capacity of each partnering organization discussed in the application.

(c) Quality of Management Plan (20 Points)

In determining the quality of management plan for the proposed project, the Secretary considers the adequacy of the management plan to achieve the goals and objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project.

Suggestions for applicants: We suggest using charts, timetables, and position descriptions and/or skill sets for key staff, as these tools are particularly helpful in describing the structure of your project and the procedures for managing it successfully. We recommend that you clearly spell out objectives, actors, events, beneficiaries, and anticipated results. It is our experience that successful projects describe and budget for the roles and responsibilities of all key staff members and provide resources for ongoing staff development and training. The level or percentage of effort for the project director should be noted in the application and is required to grant the award. Full-time project directors are

often beneficial to programs. If the project director's time will be shared with other projects or programs, an indication of the other programs and/or duties is useful.

Prior Alaska Native Education program grant competitions included a criterion related to the quality of project personnel. The quality of project personnel remains a priority for this program. Applications for this and past competitions are strengthened by the inclusion of resumes and/or position descriptions when responding to this criterion. It is expected that the management plan will address the key personnel, their responsibilities, their required skill sets, and any individuals who have already agreed to participate in the project if funded. Furthermore, the program office expects these individuals will be available to work on the project if awarded. While our office is aware of the challenges in staffing positions in Alaska, EDGAR regulations delineate specific requirements for changing key personnel at the time of award and during the post-award period.

When addressing this criterion, be sure to include information on how this project fits into your organization's overall structure. Understanding how the goals of this project are a part of the primary organization's goals and objectives strengthens applications.

(d) Adequacy of Resources (15 Points)

In determining the adequacy of resources for the proposed project, the Secretary considers the extent to which the budget is adequate to support the proposed project.

Suggestions for applicants: We suggest you show how appropriate resources and personnel have been carefully allocated for the tasks and activities described in your application. It is important to demonstrate how you will leverage existing resources as well as those that any partners are contributing to the project. You are advised that costs should be allocated, and will be judged, against the scope of the project and its anticipated benefits. Please provide a detailed budget narrative that itemizes how you will use grant funds as well as funds from other sources. Please remember that a budget breakdown or spreadsheet is typically not a budget narrative. While individual line item breakdowns are useful and welcomed as part of the submission, the budget narrative should also include a true discussion based on this breakdown and include the points outlined above.

The amount of funds requested in both the ED Form 524 (ED Budget Information Non-Construction Programs) and in the budget narrative should be the same. Reviewers will look to both these application components to assist in determining the adequacy of project resources. There should be enough detail in the budget narrative to allow reviewers to understand what funds will be used for, how much will be expended, and the relationship between expended funds and project activities and outcomes. Reviewers may extrapolate per participant costs in their evolution. Additionally, any non-Federal funds that will be used for this project should be noted.

Also, the budget narrative, as with any other section of the application, must be submitted in one of the formats accepted by Grants.gov, and therefore, must be submitted as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If applicants upload a file type other than these three file types or submit a password-protected file, the application will not be reviewed.

(e) Quality of Project Evaluation (15 Points)

In determining the quality of the evaluation for the proposed project, the Secretary considers the following factors:

- (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (ii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

Suggestions for applicants: We suggest that you submit a strong evaluation plan that will shape the development of the project from the beginning of the grant period. The plan should include the program objectives and performance indicators established under the Government Performance and Results Act (GPRA) for the Alaska Native Education Program (discussed in the Program Requirements and Accountability section), to the extent possible. Please note that per statutory requirements, each applicant is expected to inform each LEA serving students who would participate in the program to be carried out under the grant or contract about the application. The initial contact to comply with this requirement should include a request to assist in generating the data required for GPRA reporting.

Keep in mind when writing the goals and objectives of your grant that these items will need to be measurable and useful for the evaluation. As the annual performance report is required for you application, you should be developing evaluation plans that not only feed into this format, but will provide your program with sufficient data for program improvement. While former reporting methods were primarily narrative, the current program requirement is for more effective data to support your program's initiatives and in meeting milestones as well as providing the Department with the information required to grant continuation awards and report to the Congress on GPRA indicators.

Specifically, the plan should identify the individual and/or organization that has agreed to serve as the evaluator for the project and describe his/her qualifications. It should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what designs and methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports of results and outcomes will become available; and (7) how information will be used by the project to monitor progress and to provide accountability information to stakeholders about success. The evaluation plan should be more than generating the information required for the annual performance report. This is only one component of the evaluation. The intent of the evaluation plan is to improve the project as while checking on outcomes. Charts may be useful in developing a timeline for data collection and responsibilities.

Competitive Preference Priority Points (5 points)

The Secretary shall award priority to applications from Alaska Native regional nonprofit organizations, or consortia that include at least one Alaska Native regional nonprofit organization. In order to receive a competitive preference under this priority, an application must provide documentation supporting its claim that it meets this priority.

Suggestions for applicants: We encourage you to answer the competitive preference priority in both the Abstract and Proof of Eligibility statement. Supporting documentation for the competitive preference priority should be included in the Appendix. It is difficult to award the 5 points if the

applicant's eligibility is not clearly stated. This means that the applicant or a consortia member must be discussed as possessing all of the characteristics required to receive these points.

General Application Tip: The identified need should be the string that pulls and shapes the entire application and, therefore, funded program. The project design should be tailored to fit the need and positively impact the situation. The management plan should be sufficiently staffed, coordinated and developed to implement the designed project that addresses the need. The resources brought by the applicant, partners, and/or grant funding should be sufficient to conduct the project activities seeking to resolve the need. And, the evaluation should not only monitor the project's progress on remedying the need, but it should also check on the progress and possible improvements to the project design, management plan, and resources.

Program Requirements

Successful applicants will be required to submit annual performance report(s) and a final report, including financial information, as directed by the Secretary. These performance reports should document grantee success in addressing the individual goals and objectives of their grant and the Alaska Native Education program's performance measures, to the extent that they apply to the grantee's project.

MULTI-YEAR AWARDS

Applicants may request funding for a multi-year award for up to 3 years. In order to be considered for a multi-year award, the applicant must explain why a multi-year project is needed and provide a detailed budget for each of the years of the proposed project. The Department will establish, at the time of the initial award, the funding levels for each year of the grant award. At the end of the project period, applicants will also be required to submit a final performance report.

If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information for each year of the project as specified by the Secretary in 34 CFR 75.118. Awardees should report on their progress in meeting the grant's goals and objectives and on their use of both Federal and non-Federal funds in the completion of their project annually.

Future continuation awards will rely heavily on project performance reports, which will need to be submitted near the end of each budget period. If sufficient progress is not made or there is a substantial amount of carryover funding, continuation awards may be reduced from their initial funding level. You will be notified when the reports are due. A copy of ED's generic Annual Performance Report is included in the Appendix A of this application package. An electronic version of the required grant performance forms and instructions is available at the program website <http://www.ed.gov/programs/alaskanative/performance.html>. When developing program objectives and outcomes it is important to make them measurable, so that they may easily be translated into the Department's report mechanism.

Please note that Department regulations require that any grantee generating program income is required to submit an annual financial statement when submitting their annual performance report. Grantees must use the SF-269 to report on their financial status. This form is available at OMB's website <http://www.whitehouse.gov/omb/grants/sf269.pdf>. This form is also required when submitting the final report to comply with office close out procedures.

PROGRAM PERFORMANCE INDICATORS

The Alaska Native Education program seeks to support supplemental education programs to benefit Alaska Native populations. Under the Government Performance and Results Act (GPRA), the Department uses the following performance targets to measure the program's success:

- an increased percentage of Alaska Native students will meet or exceed proficiency standards in mathematics, science, or reading;
- an increased percentage of Alaska Native children will improve on measures of school readiness; and

- the dropout rate of Alaska Native middle and high school students will decrease.

Each grantee will be expected to submit an annual performance report documenting its contributions in assisting the Department in meeting these performance measures; to the extent they apply to the grantee's project. As projects are expected to work contact the impacted LEAs during the application process, cooperation from the funded grantee in obtaining data related to the GPRA indicators is expected.

Application Transmittal Instructions

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions from the Federal Register found in this application.

We will reject your application if you submit it in paper format unless, as described elsewhere in this application, you 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.

Attention Electronic Applicants

Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. **Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date.**

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by **4:30 p.m. (Washington, D.C. 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>.

Please note the following:

- 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 application package.
- Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.
- 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 be less than 50 characters.

- 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.
- 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.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

Applications Sent by Mail:

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. 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 84.356A)
 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 84.356A)
 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, or
- (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, or
- (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.

Applications Delivered by Hand:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You 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 84.356A)
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.
- (2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment 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.

Education Submission Procedures and Tips for Applicants

Please note that the Grants.gov site works differently than the U.S. Department of Education's (Department) e-Application system. 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.

- 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 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 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 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 email 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?

You **must** submit an electronic application before 4:30 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.)

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

If electronic submission is required, you must submit an electronic application before 4:30 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.)

Important Information for Microsoft Vista and Word 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.

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.

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**).

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. 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 be less than 50 characters.

Legal and Regulatory Information

Notice inviting applications for new awards using FY 2008 funds

4000-01-U

DEPARTMENT OF EDUCATION

Office of Elementary and Secondary Education

Overview Information

Alaska Native Education Program

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

Catalog of Federal Domestic Assistance (CFDA) Number: 84.356A.

Dates:

Applications Available: January 25, 2008.

Deadline for Transmittal of Applications: March 10, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of this program is to develop and support supplemental educational programs to benefit Alaska Natives. Permissible activities under this program include the following: (1) development and implementation of plans, methods, and strategies to improve the education of Alaska Natives; (2) development of curricula and educational programs that address the educational needs of Alaska Native students; (3) professional development activities for educators; (4) development and operation of home instruction programs for Alaska Native preschool children, to ensure the active involvement of parents in their children's education from the earliest ages; (5) family literacy services; (6) development and operation of student enrichment programs in science and mathematics; (7) research and data collection activities to determine the educational status and needs of Alaska Native children and adults; (8) other research and evaluation activities related to programs carried out under Alaska Native education programs; (9) remedial and enrichment programs to assist Alaska Native students in performing at a high level on standardized tests; (10) education and training of Alaska Native students enrolled in a degree program that will lead to certification or licensing as teachers; (11) parenting education for parents and caregivers of Alaska Native children to improve parenting and caregiving skills (including skills relating to discipline and cognitive development and parenting education provided through in-home visitation of new mothers); (12) activities carried out through Even Start programs under subpart 3 of part B of Title I of the Elementary and Secondary Education Act of 1965, as amended (ESEA), and Head Start programs under the Head Start Act, including the training of teachers for Even Start and Head Start programs; (13) other early learning and preschool programs; (14) dropout prevention programs; (15) career preparation activities

to enable Alaska Native children and adults to prepare for meaningful employment, including programs providing "tech-prep," mentoring, training, and apprenticeship activities; (16) provision of operational support and purchasing of equipment to develop regional vocational schools in rural areas of Alaska, including boarding schools, for Alaska Native students in grades 9 through 12, or at higher levels of education, to provide the students with necessary resources to prepare for skilled employment opportunities; (17) construction of facilities that support the operation of Alaska Native education programs; and (18) other activities, consistent with the purposes of this program, to meet the educational needs of Alaska Native children and adults.

Priorities: This competition includes a competitive preference priority and an invitational priority. In accordance with 34 CFR 75.105(b)(2)(iv), the competitive preference priority is from section 7304(c) of the ESEA (20 U.S.C. 7544(c)). The invitational priority is from the notice of final priorities for discretionary grant programs, published in the Federal Register on October 11, 2006 (71 FR 60046).

Competitive Preference Priority: For FY 2008 and any subsequent year in which we make awards based on the list of unfunded applicants from this competition, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets this priority.

This priority is:

The Secretary gives priority to applications from Alaska Native regional nonprofit organizations or consortia that include at least one Alaska Native regional nonprofit organization. In order to receive a competitive preference under this priority, an application must provide documentation supporting its claim that it meets this priority.

Invitational 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 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:

Secondary Schools. Projects that support activities and interventions aimed at improving the academic achievement of secondary school students who are at greatest risk of not meeting challenging State academic standards and not completing high school.

Program Authority: 20 U.S.C. 7541 et seq.; Department of Education Appropriations Act, 2008.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The notice of final priorities for discretionary grant programs, published in the Federal Register on October 11, 2006 (71 FR 60046).

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: \$7,500,000.

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

Estimated Range of Awards: \$300,000 - \$700,000.

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

Estimated Number of Awards: 11 - 18.

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) Alaska Native organizations;

(b) Educational entities with experience in developing or operating Alaska Native programs or programs of instruction conducted in Alaska Native languages;

(c) Cultural and community-based organizations with experience in developing or operating programs to benefit Alaska Natives; and

(d) Consortia of organizations and entities described in this paragraph to carry out activities that meet the purposes of this program.

Note: A State educational agency or local educational agency may apply for an award under this program only as part of a consortium involving an Alaska Native organization. The consortium may include other eligible applicants.

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

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain a copy of the application package via the Internet or from the program office.

To obtain a copy via the internet, use the following addresses: www.grants.gov or www.ed.gov/programs/alaskanative/applicant.html.

To obtain a copy from the program office, contact: (1) Alexis Fisher, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W217, Washington, DC 20202-6200. Telephone: (202) 401-0281 or by e-mail: alexis.fisher@ed.gov, or (2) Erica Shephard, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W205, Washington, DC 20202-6200. Telephone: (202) 205-3871 or by e-mail: erica.shephard@ed.gov.

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

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

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

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative (Part III) to the equivalent of no more than 25 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

The recommended page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; the abstract; the resumes; or the appendices.

3. Submission Dates and Times:

Applications Available: January 25, 2008.

Deadline for Transmittal of Applications: March 10, 2008.

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, 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.

4. Intergovernmental Review: This competition is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

5. Funding Restrictions: Under section 7304(b) of the ESEA (20 U.S.C. 7544(b)), not more than five percent of the funds provided to a grantee under this competition for any fiscal year may be used for administrative purposes.

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

6. Other Submission Requirements: Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Alaska Native Education Program, CFDA Number 84.356A, must be submitted electronically using 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.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you 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. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Alaska Native 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 (e.g., search for 84.356, not 84.356A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.
- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet

connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at [http://e-Grants.ed.gov/help/ GrantsgovSubmissionProcedures.pdf](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 qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- 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 Assistance).

- 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.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: (1) Alexis Fisher, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W217, Washington, DC 20202-6200. Telephone: (202) 401-0821. FAX: (202) 260-8969, or (2) Erica Shephard, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W205, Washington, DC 20202-6200. Telephone: (202) 205-3871. Fax: (202) 260-8969.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. 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 84.356A)
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 84.356A)
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 qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You 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 84.356A)
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

Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210. The maximum score for all criteria is 100 points. The maximum score for each criterion is indicated in parentheses. The selection criteria for this competition are as follows:

(a) Need for project (20 points). In determining the need for the proposed project, the Secretary considers the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.

(b) Quality of the project design (30 points). In determining the quality of the design of the proposed project, the Secretary considers 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.

(c) Quality of the management plan (20 points). In determining the quality of the management plan for the proposed project, the Secretary considers the adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(d) Adequacy of resources (15 points). In determining the adequacy of resources for the proposed project, the Secretary considers the extent to which the budget is adequate to support the proposed project.

(e) Quality of the project evaluation (15 points). In determining the quality of the evaluation, the Secretary considers the following factors:

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

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

VI. Award Administration Information

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

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

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

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

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

In addition to reporting on project-defined objectives, each grantee must report on the three performance measures described in the next section in the grantee's annual and final reports.

4. Performance Measures: The Alaska Native Education Program seeks to support supplemental education programs to benefit Alaska Native populations. The Department uses the following performance measures to assess program success: (1) the percentage of participating students who meet or exceed proficiency standards in mathematics, science, or reading; (2) the percentage of participating students who improve on measures of school readiness; and (3) the dropout rate of participating Alaska Native and American Indian middle and high school students.

VII. Agency Contacts

For Further Information Contact: (1) Alexis Fisher, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W217, Washington, DC 20202-6200. Telephone: (202) 401-0281 or by e-mail: alexis.fisher@ed.gov, or (2) Erica Shephard, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W205, Washington, DC 20202-6200. Telephone: (202) 205-3871 or by e-mail: erica.shephard@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:

Kerri L. Briggs,
Assistant Secretary for Elementary and Secondary Education.

Program Statute

Electronic version of the statute available online: <http://www.ed.gov/programs/alaskanative/legislation.html>

Part C – Alaska Native Education

SEC. 7301. SHORT TITLE.

This part may be cited as the 'Alaska Native Educational Equity, Support, and Assistance Act'.

SEC. 7302. FINDINGS.

Congress finds and declares the following:

- (1) The attainment of educational success is critical to the betterment of the conditions, long-term well-being, and preservation of the culture of Alaska Natives.
- (2) It is the policy of the Federal Government to encourage the maximum participation by Alaska Natives in the planning and the management of Alaska Native education programs.
- (3) Alaska Native children enter and exit school with serious educational handicaps.
- (4) The educational achievement of Alaska Native children is far below national norms. Native performance on standardized tests is low, Native student dropout rates are high, and Natives are significantly underrepresented among holders of baccalaureate degrees in the State of Alaska. As a result, Native students are being denied their opportunity to become full participants in society by grade school and high school educations that are condemning an entire generation to an underclass status and a life of limited choices.
- (5) The programs authorized in this part, combined with expanded Head Start, infant learning, and early childhood education programs, and parent education programs, are essential if educational handicaps are to be overcome.
- (6) The sheer magnitude of the geographic barriers to be overcome in delivering educational services in rural Alaska and Alaska villages should be addressed through the development and implementation of innovative, model programs in a variety of areas.
- (7) Native children should be afforded the opportunity to begin their formal education on a par with their non-Native peers. The Federal Government should lend support to efforts developed by and undertaken within the Alaska Native community to improve educational opportunity for all students.

SEC. 7303. PURPOSES.

The purposes of this part are as follows:

- (1) To recognize the unique educational needs of Alaska Natives.
- (2) To authorize the development of supplemental educational programs to benefit Alaska Natives.
- (3) To supplement existing programs and authorities in the area of education to further the purposes of this part.
- (4) To provide direction and guidance to appropriate Federal, State and local agencies to focus resources, including resources made available under this part, on meeting the educational needs of Alaska Natives.

SEC. 7304. PROGRAM AUTHORIZED.

(a) GENERAL AUTHORITY-

(1) GRANTS AND CONTRACTS- The Secretary is authorized to make grants to, or enter into contracts with, Alaska Native organizations, educational entities with experience in developing or operating Alaska Native programs or programs of instruction conducted in Alaska Native languages, cultural and community-based organizations with experience in developing or operating programs to benefit Alaska Natives, and consortia of organizations and entities described in this paragraph to carry out programs that meet the purposes of this part.

(2) PERMISSIBLE ACTIVITIES- Activities provided through programs carried out under this part may include the following:

(A) The development and implementation of plans, methods, and strategies to improve the education of Alaska Natives.

(B) The development of curricula and educational programs that address the educational needs of Alaska Native students, including the following:

(i) Curriculum materials that reflect the cultural diversity or the contributions of Alaska Natives.

(ii) Instructional programs that make use of Native Alaskan languages.

(iii) Networks that introduce successful programs, materials, and techniques to urban and rural schools.

(C) Professional development activities for educators, including the following:

(i) Programs to prepare teachers to address the cultural diversity and unique needs of Alaska Native students.

(ii) In-service programs to improve the ability of teachers to meet the unique needs of Alaska Native students.

(iii) Recruitment and preparation of teachers who are Alaska Native, reside in communities with high concentrations of Alaska Native students, or are likely to succeed as teachers in isolated, rural communities and engage in cross-cultural instruction in Alaska.

(D) The development and operation of home instruction programs for Alaska Native preschool children, to ensure the active involvement of parents in their children's education from the earliest ages.

(E) Family literacy services.

(F) The development and operation of student enrichment programs in science and mathematics that —

(i) are designed to prepare Alaska Native students from rural areas, who are preparing to enter secondary school, to excel in science and math;

(ii) provide appropriate support services to the families of such students that are needed to enable such students to benefit from the programs; and

(iii) may include activities that recognize and support the unique cultural and educational needs of Alaska Native children, and incorporate appropriately qualified Alaska Native elders and seniors.

(G) Research and data collection activities to determine the educational status and needs of Alaska Native children and adults.

(H) Other research and evaluation activities related to programs carried out under this part.

(I) Remedial and enrichment programs to assist Alaska Native students in performing at a high level on standardized tests.

(J) Education and training of Alaska Native students enrolled in a degree program that will lead to certification or licensing as teachers.

(K) Parenting education for parents and caregivers of Alaska Native children to improve parenting and caregiving skills (including skills relating to discipline and cognitive development), including parenting education provided through in-home visitation of new mothers.

(L) Cultural education programs operated by the Alaska Native Heritage Center and designed to share the Alaska Native culture with students.

(M) A cultural exchange program operated by the Alaska Humanities Forum and designed to share Alaska Native culture with urban students in a rural setting, which shall be known as the Rose Cultural Exchange Program.

(N) Activities carried out through Even Start programs carried out under subpart 3 of part B of title I and Head Start programs carried out under the Head Start Act, including the training of teachers for programs described in this subparagraph.

(O) Other early learning and preschool programs.

(P) Dropout prevention programs such as the Cook Inlet Tribal Council's Partners for Success program.

(Q) An Alaska Initiative for Community Engagement program.

(R) Career preparation activities to enable Alaska Native children and adults to prepare for meaningful employment, including programs providing tech-prep, mentoring, training, and apprenticeship activities.

(S) Provision of operational support and purchasing of equipment, to develop regional vocational schools in rural areas of Alaska, including boarding schools, for Alaska Native students in grades 9 through 12, or at higher levels of education, to provide the students with necessary resources to prepare for skilled employment opportunities.

(T) Other activities, consistent with the purposes of this part, to meet the educational needs of Alaska Native children and adults.

(3) HOME INSTRUCTION PROGRAMS- Home instruction programs for Alaska Native preschool children carried out under paragraph (2)(D) may include the following:

(A) Programs for parents and their infants, from the prenatal period of the infant through age 3.

(B) Preschool programs.

(C) Training, education, and support for parents in such areas as reading readiness, observation, story telling, and critical thinking.

(b) LIMITATION ON ADMINISTRATIVE COSTS- Not more than 5 percent of funds provided to a grantee under this section for any fiscal year may be used for administrative purposes.

(c) PRIORITIES- In awarding grants or contracts to carry out activities described in subsection (a)(2), except for activities listed in subsection (d)(2), the Secretary shall give priority to applications from Alaska Native regional nonprofit organizations, or consortia that include at least one Alaska Native regional nonprofit organization.

(d) AUTHORIZATION OF APPROPRIATIONS-

(1) IN GENERAL- There are authorized to be appropriated to carry out this section such sums as may be necessary for fiscal year 2002 and each of the 5 succeeding fiscal years.

(2) AVAILABILITY OF FUNDS- Of the funds appropriated and made available under this section for a fiscal year, the Secretary shall make available —

(A) not less than \$1,000,000 to support activities described in subsection (a)(2)(K);

(B) not less than \$1,000,000 to support activities described in subsection (a)(2)(L);

(C) not less than \$1,000,000 to support activities described in subsection (a)(2)(M);

(D) not less than \$2,000,000 to support activities described in subsection (a)(2)(P); and

(E) not less than \$2,000,000 to support activities described in subsection (a)(2)(Q).

SEC. 7305. ADMINISTRATIVE PROVISIONS.

(a) APPLICATION REQUIRED- No grant may be made under this part, and no contract may be entered into under this part, unless the entity seeking the grant or contract submits an application to the Secretary in such form, in such manner, and containing such information as the Secretary may determine necessary to carry out the provisions of this part.

(b) APPLICATIONS- A State educational agency or local educational agency may apply for an award under this part only as part of a consortium involving an Alaska Native organization. The consortium may include other eligible applicants.

(c) CONSULTATION REQUIRED- Each applicant for an award under this part shall provide for ongoing advice from and consultation with representatives of the Alaska Native community.

(d) LOCAL EDUCATIONAL AGENCY COORDINATION- Each applicant for an award under this part shall inform each local educational agency serving students who would participate in the program to be carried out under the grant or contract about the application.

SEC. 7306. DEFINITIONS.

In this part:

(1) ALASKA NATIVE- The term Alaska Native' has the same meaning as the term Native' has in section 3(b) of the Alaska Native Claims Settlement Act.

(2) ALASKA NATIVE ORGANIZATION- The term Alaska Native organization' means a federally recognized tribe, consortium of tribes, regional nonprofit Native association, and another organization that —

(A) has or commits to acquire expertise in the education of Alaska Natives; and

(B) has Alaska Natives in substantive and policymaking positions within the organization.'.

SEC. 702. CONFORMING AMENDMENTS.

(a) HIGHER EDUCATION ACT OF 1965- Section 317(b) of the Higher Education Act of 1965 (20 U.S.C. 1059d(b)) is amended —

(1) in paragraph (1), by striking section 9308' and inserting section 7306'; and

(2) in paragraph (3), by striking section 9212' and inserting section 7207'.

(b) PUBLIC LAW 88-210- Section 116 of Public Law 88-210 (as added by section 1 of Public Law 105-332 (112 Stat. 3076)) is amended by striking section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912)' and inserting section 7207 of the Native Hawaiian Education Act'.

(c) CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998- Section 116(a)(5) of the Carl D. Perkins Vocational and Technical Education Act of 1998 (20 U.S.C. 2326(a)(5)) is amended by striking section 9212' and all that follows and inserting section 7207 of the Native Hawaiian Education Act'.

(d) MUSEUM AND LIBRARY SERVICES ACT- Section 261 of the Museum and Library Services Act (20 U.S.C. 9161) is amended by striking section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912)' and inserting section 7207 of the Native Hawaiian Education Act'.

(e) ACT OF APRIL 16, 1934- Section 5 of the Act of April 16, 1934 (commonly known as the Johnson-O'Malley Act') (88 Stat. 2213; 25 U.S.C. 456) is amended by striking section 9104(c)(4)' and inserting section 7114(c)(4)'.

(f) NATIVE AMERICAN LANGUAGES ACT- Section 103 of the Native American Languages Act (25 U.S.C. 2902) is amended —

(1) in paragraph (2), by striking section 9161(4) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7881(4))' and inserting section 7151(3) of the Elementary and Secondary Education Act of 1965'; and

(2) in paragraph (3), by striking section 9212(1) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7912(1))' and inserting section 7207 of the Elementary and Secondary Education Act of 1965'.

(g) WORKFORCE INVESTMENT ACT OF 1998- Section 166(b)(3) of the Workforce Investment Act of 1998 (29 U.S.C. 2911(b)(3)) is amended by striking paragraphs (1) and (3), respectively, of section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912)' and inserting section 7207 of the Native Hawaiian Education Act'.

(h) ASSETS FOR INDEPENDENCE ACT- Section 404(11) of the Assets for Independence Act (42 U.S.C. 604 note) is amended by striking section 9212 of the Native Hawaiian Education Act (20 U.S.C. 7912)' and inserting section 7207 of the Native Hawaiian Education Act'.

SEC. 703. SAVINGS PROVISIONS.

Funds appropriated for parts A, B, and C of title IX of the Elementary and Secondary Education Act of 1965 (as in effect on the day before the date of enactment of this Act) shall be available for use under parts A, B, and C, respectively, of title VII of such Act, as added by this section.

-###-

Application Instructions

Electronic Application Format

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions in this application package. **The deadline for submission of Alaska Native Education Program applications through Grants.gov is Error! Reference source not found..**

In accordance with EDGAR §75.216 (b) and (c), an application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program.

Electronic Application Submission Checklist

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. To apply electronically via Grants.gov, you must download, complete and submit the Pure Edge application forms found on Grants.gov.

Instructions for all parts and forms of the application are found either on the following pages of the application package or individually for each form on Grants.gov.

Note: Please do not attach any narratives, supporting files, or application components to any forms unless it is specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application package.

Review your electronic application to ensure you have completed the following forms and sections:

Part 1: Preliminary Documents

- Application for Federal Assistance (form SF 424)
- ED Supplemental Information for SF 424

Part 2: Budget Information

- ED Budget Information Non-Construction Programs (ED Form 524)

Part 3: ED Abstract Form

- Project Abstract

Part 4: Project Narrative Attachment Form

- Application Narrative

Part 5: Budget Narrative Attachment Form

- Budget Narrative

Part 6: Other Attachments Form

- Individual Resumes for Project Directors & Key Personnel
- Copy of Indirect Cost Rate Agreement

Part 7: Assurances and Certifications

- Assurances – Non-Construction Programs (SF 424B Form)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Grants.gov Lobbying Form
- General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)
- Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)

Part 1: Preliminary Documents

- Application for Federal Assistance (Form SF 424)
- ED Supplemental Information for SF 424

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number).

When applying electronically via Grants.gov, you will need to ensure that the DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the Central Contractor Registry.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

Instructions for the SF-424

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

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

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

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.		
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		

	<p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>		<p>parentheses.</p>																								
	<p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p>	19.	<p>Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>																								
	<p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>																								
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="154 724 844 1302"> <tr> <td data-bbox="154 724 503 756">A. State Government</td> <td data-bbox="511 724 844 756">M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="154 756 503 787">B. County Government</td> <td data-bbox="511 756 844 787">N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="154 787 503 819">C. City or Township Government</td> <td data-bbox="511 787 844 819">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="154 819 503 850">D. Special District Government</td> <td data-bbox="511 819 844 850">P. Individual</td> </tr> <tr> <td data-bbox="154 850 503 882">E. Regional Organization</td> <td data-bbox="511 850 844 882">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="154 882 503 913">F. U.S. Territory or Possession</td> <td data-bbox="511 882 844 913">R. Small Business</td> </tr> <tr> <td data-bbox="154 913 503 945">G. Independent School District</td> <td data-bbox="511 913 844 945">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="154 945 503 976">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="511 945 844 976">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="154 976 503 1008">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="511 976 844 1008">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="154 1008 503 1039">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="511 1008 844 1039">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="154 1039 503 1071">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="511 1039 844 1071">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="154 1071 503 1102">L. Public/Indian Housing Authority</td> <td data-bbox="511 1071 844 1102">X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)	21.	<p>Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)																										
B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)																										
C. City or Township Government	O. Private Institution of Higher Education																										
D. Special District Government	P. Individual																										
E. Regional Organization	Q. For-Profit Organization (Other than Small Business)																										
F. U.S. Territory or Possession	R. Small Business																										
G. Independent School District	S. Hispanic-serving Institution																										
H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)																										
I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)																										
J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions																										
K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity																										
L. Public/Indian Housing Authority	X. Other (specify)																										

Instructions for the ED Supplemental Information for SF 424

- 1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

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

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

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

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

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

If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt).

In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

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

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

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

Definitions for ED Supplemental Information for SF 424

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” (1) *If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met.* (2) *If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

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

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects

at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.

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

B. Nonexempt Research Narrative.

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

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

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

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

of consent or the requirement for documentation of consent.

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

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

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

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

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

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

Part 2: Budget Information

ED Budget Information Non-Construction Programs (ED Form 524)

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for each year of the project (up to 36 months) and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided within this application package.

The same format should be used to outline any non-Federal funds that will be used on this project. Please remember that the submitted budget becomes binding after award. Changes to the budget should be discussed with ANE program staff and may require prior approval.

Instructions for completing ED Form 524 Section A:

Name of Institution/Organization: Enter the name of the applicant in the space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6. Applicants must set aside adequate funds within their proposed budget to send a project director and at least two individuals from each school included in the application to a two-day technical assistance meeting in Washington, DC, in each year of the project period.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Indicate costs requested for construction. Please review the Special Instructions for Applications Including Construction Costs in this document for additional

information and requirements.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

Training Stipends (line 11): The training stipend line item only pertains to costs associated with long term training programs and college or university coursework. This line item does not pertain workshops or short-term training supported by this program. *Salary stipends paid to teachers and other school personnel for participating in short-term professional development should be reported in Personnel (line 1).*

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1 (a)*, should also be equal to item 15a on the application cover sheet (SF Form 424).

Instructions for ED 524

General Instructions

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

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

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

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

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

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

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

Indirect Cost Information:

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

provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

4.

Section C - Budget Narrative [Attach separate sheet(s)]

Pay attention to applicable program specific instructions,
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost

Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at:

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

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

Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0004**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

Special Instructions for Applications Including Construction Costs

For the FY 2008 competition, construction of educational facilities for Alaskan Natives is an allowable cost. Section 75.600 through 75.617 of EDGAR outlines specific requirements for grants including construction. Please review these provisions when applying for funds. Among other Federal requirements, applicants are required to adhere to the following:

- The applicant has or will have title or other interest in the project site, including right of access, and that the site will continue to be used for educational purposes after the completion of the project.
- Sufficient funds are available to meet any share of the costs of the repair, renovation, or construction of projects that are not part of this grant.
- Competent architectural engineering supervision and inspection will be maintained at the project's site to ensure that the work conforms to the drawings and specifications for the approved project. Actual construction of the project should begin and end within a reasonable amount of time and in accordance with the approved specifications.
- Grant projects will be functional, economical and not elaborate in design or extravagant in the use of materials, compared with the facilities of similar type constructed by the State or other applicable geographical area. An applicant may make reasonable provisions, consistent with the other uses of the structure, for areas within the facility to be adaptable for artistic and other cultural activities. However, no more than one percent (1%) of the cost of the project may be used for the inclusion of works of art.
- Standards under the Occupational Safety and Health Act of 1970 (Pub.L. 91-576), or State and local codes, if they are more stringent, will be observed in the design and completion of the projects.
- Proposed projects shall comply with any applicable requirements under the ADA and Section 504 of the Rehabilitation Act of 1973 regarding accessibility for the disabled.
- As applicable and to the extent feasible, the design and completion of the grant project should maximize the efficient use of energy. Standard 90.1-1989 and 90.2-1993 of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. (ASHRAE) shall be applied in the design and completion of the grant project.
- It will follow the "Earthquake Hazards Reduction Act of 1977" (Pub.L. 95-125) and Executive Order 12699, "Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction."
- The facilities will be operated and maintained in accordance with applicable Federal, State, and local requirements.
- For construction projects over \$2,000, all laborers employed by contractors or subcontractors shall be paid wages at rates not less than those prevailing on similar work projects in your locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act.
- If applicable, the application will comply with the following Indian Preference and Opportunities requirements: Section 7(b) or the Indian Self-Determination and Education Assistance Act of 1975 (Pub.L. 93-638), that requires, to the extent feasible, the recipient of any grant or contract awarded for the benefit of Indians give to: 1) Indians, preferences and opportunities for training and employment in connection with the administration of the grant or contract; and 2) Indian organizations and Indian-owned economic enterprises, as defined in Section 3 of the Indian Financing Act of 1974 (Pub.L. 93-262, preference in the award of contracts and subcontracts at any level of the administration of the grant project.

At the time of award, program staff may apply conditions to the grant to ensure compliance with Federal and any ED-specific regulations. Please keep in mind that grants solely intended for construction cannot include indirect costs.

Additionally, if you apply for construction costs, you must complete OMB Standard Form 424D Assurances – Construction Programs. This form is available at <http://www.whitehouse.gov/omb/grants/sf424d.pdf>, and through the application process at Grant.gov. This form addresses the above requirements and other Federal provisions for construction programs.

Part 3: ED Abstract Form

This section should be attached as a single document to the ED Abstract Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.

*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.*

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

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 be less than 50 characters.

☐ Project Abstract

The project abstract should not exceed **two** double spaced pages and should include a concise description of the following information:

- Project objectives and activities,
- Applicable priorities, including the eligibility in meeting the competitive priority by identifying the appropriate Regional Non-Profit Organization
- Proposed project outcomes
- Number of participants to be served

Part 4: Project Narrative Attachment Form

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.*

*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.*

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

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 be less than 50 characters.

Table of Contents

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double spaced page.

Proof of Eligibility

This part of your application requires a narrative containing information regarding your eligibility to apply for this program and the competitive priority, if applicable. Please provide a detailed statement demonstrating your eligibility to apply for funding and provide only relevant supporting documentation in the Other Attachment section in accordance with the instructions in this application package. This section should not exceed two double spaced pages. Further information regarding eligibility requirements can be found in the program statute within this application package.

Application Narrative

The application narrative responds to the selection criteria found in this application package and should follow the order of the selection criteria.

Applicants must submit their responses to the selection criteria not exceeding the equivalent of 25 pages and adhere to the following guidelines:

- 8 1/2" x 11" paper with a 1-inch margin on all sides, numbering pages throughout the document at the bottom right of each page beginning with 1.
- Double-space all text in the program narrative, using a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).
- Include all critical information in the program narrative, eliminating the need for extensive appendices.
- The recommended page limit does not apply to the cover sheet; the budget section, including the budget narrative justification; the assurances and certifications; the table of contents; the project abstract; the proof of eligibility; the resumes; and the appendices.

Selection Criteria for Program Narrative

The maximum score for all selection criteria is 100 points. The points or weights assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria:

- a. **Need for Project (20 Points).** In determining the need for the proposed project, the Secretary considers the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
- b. **Quality of Project Design (30 Points).** In determining the quality of the design of the proposed project, the Secretary considers 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.
- c. **Quality of Management Plan (20 Points).** In determining the quality of management plan for the proposed project, the Secretary considers the adequacy of the management plan to achieve the goals and objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project.
- d. **Adequacy of Resources (15 Points).** In determining the adequacy of resources for the proposed project, the Secretary considers the extent to which the budget is adequate to support the proposed project.
- e. **Quality of Project Evaluation (15 Points).** In determining the quality of the evaluation for the proposed project, the Secretary considers the following factors:
 - (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
 - (ii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

Note: The narrative should follow the order of the selection criteria listed above and address each of the criterion.

Part 5: Budget Narrative

This section should be attached as a single document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner and include the following parts in order to expedite the review process.

*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.*

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

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 be less than 50 characters.

Each application must also provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project (up to 36 months).

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes. The Budget Narrative should follow the same organization as the submitted budget.

Additionally, if a budget for non-Federal funds is included in the application, a Budget Narrative should be included for these types of funds as well. If awarded, applicants will need to report on their non-Federal funds in their Annual Performance Report. These reports will be checked against the data from the original application.

Important Notes

- Applicants are encouraged to review OMB Circular A-21, *Cost Principles for Educational Institutions* [OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* or OMB Circular A-122, *Cost Principles for Nonprofit Organizations*] in preparing their budget and budget narrative.
- OMB Circular A-21 may be found at the following link:
http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

- OMB Circular A-87 may be found at the following link:
http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html
- OMB Circular A-122 may be found at the following link:
http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

Suggested Guidelines for the Budget Narrative

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of the each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.

To facilitate the review of your Budget Narrative, we encourage each applicant to include the following information for each year of the project:

1. Personnel

- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

2. Fringe Benefits

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

3. Travel

- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

4. Equipment

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

5. Supplies

- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

6. Contractual

- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide a brief statement that you have followed the procedures for procurement under 34 CFR Parts 74.40 - 74.48 and Part 80.36.
- Provide the basis for cost estimates or computations.

7. Construction

- Describe what type of facilities will be constructed.
- Demonstrate how the construction of these facilities is directly related to the project and its outcomes.
- Include costs for construction of individual facilities or locations, as necessary.

8. Other

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = \$500, postage = \$750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs

- The amount that is the sum of expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant)
- *Note:* remember to provide a copy of the most recent approved indirect cost agreement in the Other Attachments form section of the application.

11. Training Stipends

- Include the number of training stipend and the exact amount for each.
- Describe how the inclusion of training stipend is related to the project's success.

12. Total Costs

- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project period (up to 36 months)

Important Information Regarding Indirect Cost Rates

The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs on projects funded by the Alaska Native Education Program (84.356A). In order to charge indirect costs to this program, a grantee must have a currently approved Indirect Cost Rate (ICR) agreement. The ICR must be negotiated with and approved by the grantee's cognizant agency, i.e., either (1) the federal agency from which it has received the most direct funding, subject to indirect cost support; (2) the federal agency specifically assigned cognizance by the Office of Management and Budget; or (3) the State agency that provides the most subgrant funds to the grantee (if no direct federal awards are received).

Note: Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR being used in the budget. Applicants should be aware that ED is very often not the cognizant agency for its grantees. Rather, ED accepts the currently approved ICR established by the appropriate cognizant agency.

Applicants are encouraged to have an accountant calculate a proposed ICR using current information in the audited financial statements, actual cost data or the Internal Revenue Service Form 990. Applicants should use this proposed rate in the application materials and indicate the documentation used to calculate the rate. Guidance related to calculating an ICR can be found on ED's website at <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

An applicant selected for funding, that does not have a currently approved ICR, must review and follow the final regulations published in the Federal Register on December 7, 2007 (72 FR 69145). The rules allow for a temporary ICR of 10% of budgeted salaries and wages and require the grantee to submit an ICR proposal within 90 days after issuance of the grant award notification.

Applicants with questions about charging indirect costs on this program should contact the program contact person noted elsewhere in this application package.

Note: Due to statutory requirements, the administrative component of the indirect cost rate is capped at 5%. When determining the indirect cost rate, this cap should be taken into account. Applicants are encouraged to use their accountant (or CPA) to calculate an indirect cost rate using information in the IRS Form 990, audited financial statements, actual cost data or a *cost policy statement* that such applicants are urged to prepare (but NOT submit to ED) during the application process.

Some of the grants awarded under the Alaska Native Education program, CFDA 84.356A, have been designated as training grants. The Education Department General Administrative Regulations (EDGAR) limit reimbursement of indirect costs under training grants to non-governmental grantees (subject to 34 CFR part 74). These grantees may recover indirect costs under training grants up to the grantee's actual indirect costs, as determined by the grantee's negotiated indirect cost agreement, or a maximum of 8% of a modified total direct costs, whichever is less. This limitation does not apply to State agencies, local governments or Federally-recognized Indian tribal governments [EDGAR 75.562 (c)(2)].

Additionally, EDGAR does not allow for indirect costs to be charged for certain types of grants or activities. Indirect costs cannot be charged for construction grants or grants to organizations located outside the territorial limits of the United States [EDGAR 75.564 (c)(2) & (4)]. This includes organizations in Canada. Also, indirect costs cannot be charged for fellowships and similar awards if Federal financing is exclusive in the form of fixed amounts such as scholarships, stipend allowances or the tuition and fees of instruction [EDGAR 75.564 (c)(2)]. There are additional limitations indirect costs that may be charged on subawards and equipment, as well.

Part 6: Other Attachments Form

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.

*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.*

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

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 be less than 50 characters.

- Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes or job descriptions that describe their qualifications for the responsibilities they will carry out under the project.
- Supporting Documentation for Proof of Eligibility and Partnerships/Consortia:** Provide only relevant supporting documentation for Proof of Eligibility for the program and/or the Competitive Preference Priority. Related partnership and consortia agreements may also be included in this section.
- Copy of Indirect Cost Rate Agreement:** If an applicant decides to charge indirect costs to this program and there is an indirect cost rate in place, the applicant shall provide a copy of the most recent **approved** Indirect Cost Agreement in the Other Attachments form section of the application.

If an applicant decides to charge indirect costs to this program and there is a **no** indirect cost rate in place, the applicant must follow the instructions found in the Important Information Regarding Indirect Cost Rates section found in this application package.

Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in Grants.gov, and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- Assurances – Non-Construction Programs (SF 424B Form) or Construction Programs (SF 424D Form)
- Disclosure of Lobbying Activities (SF LLL Form)
- Grants.gov Lobbying Form
- General Education Provisions Act (GEPA) Requirements – Section 427
- Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)

Instructions for Completion of SF-LLL, Disclosure of Lobbying Form

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Instructions for Meeting the General Education Provisions Act (GEPA) Section 427 Requirements

All applicants **must** include information in their applications to address this provision in order to receive funding under this program.

Section 427 **requires** each applicant 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 barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age.*

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

Applicants are required to address this provision by attaching a statement (not to exceed three pages) to the *ED GEPA427 form* that is included in the electronic application package in [Grants.gov](https://www.grants.gov).

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the 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: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

OMB No. 1890-0014 Exp. (Approved)

Reporting and Accountability

Successful applicants with multi-year grants must submit an **annual performance report** demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.

At the end of the project period, applicants will also be required to submit a **final performance report**.

Under the Government Performance and Results Act (GPRA), the following performance indicators have been established to evaluate the overall effectiveness of the Alaska Native Education Program:

- an increased percentage of Alaska Native students will meet or exceed proficiency standards in mathematics, science, or reading;
- an increased percentage of Alaska Native children will improve on measures of school readiness; and
- the dropout rate of Alaska Native middle and high school students will decrease.

Each grantee will be expected to submit an annual performance report documenting its contributions in assisting the Department in meeting these performance measures; to the extent they apply to the grantee's project. As projects are expected to work contact the impacted LEAs during the application process, cooperation from the funded grantee in obtaining data related to the GPRA indicators is expected.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

APPENDIX A: Annual Performance Report

(Generic Grant Performance Report - ED Form 524B

<http://www.ed.gov/programs/alaskanative/performance.html>)



**U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart**

OMB No. 1890 - 0004
Expiration: 10-31-2008

PR/Award #:
EXAMPLE

SECTION A - Project Objectives Information and Related Performance Measures Data

(See Instructions. Use as many pages as necessary.)

Project Objective Check if this is a status update for the previous budget period

Increasing the percentage of participating students who meet or exceed proficiency standards in Math, Reading or Science

1.a. Performance Measure	Measure Type	Quantitative Data		
		Target Ratio	Actual Raw Number	Actual Performance Ratio %
The percent of participating students who meet or exceed proficiency standards in Math	GPRA	999/999	NA	NA
				e.g. 34/50

1.b. Performance Measure	Measure Type	Quantitative Data		
		Target Ratio	Actual Raw Number	Actual Performance Ratio %
The percent of participating students who meet or exceed proficiency standards in Reading	GPRA	999/999	NA	NA
				e.g. 32/50

Explanation of Progress (Include Qualitative Data and Data collection Information)

1a and 1b - If this is the first year of your grant or you are collecting this data for the first time, 999 indicates a baseline target. Only provide actual performance data for period (see examples above) Performance data is based on state assessment (specify test)

If other subject is being assessed, replace Math or Science with that subject



**U.S. Department of Education
Grant Performance Report (ED 524B)**

OMB No. 1890 - 0004
Expiration: 10-31-2008

PR/Award #:
EXAMPLE

Project Status Chart

SECTION A - Project Objectives Information and Related Performance Measures Data

(See Instructions. Use as many pages as necessary.)

Project Objective Check if this is a status update for the previous budget period

Improvement in measures of school readiness and literacy of children participating in early education-type programs

	Measure Type	Quantitative Data			
		Raw Number	Ratio	%	Actual Performance Data
1.a. Performance Measure	GPR	NA	999/999	NA	NA
The proportion of preschool-age children participating in programs who demonstrate age-appropriate oral language skills as measured by the Peabody Picture Vocabulary Test-III.					
1.b. Performance Measure	PROJECT	NA	999/99	NA	e.g. 22/36
Other (Specify e.g. The number of letters pre-school children can identify)					

Explanation of Progress (Include Qualitative Data and Data collection Information)
 1a may be measured by other tests (specify the test here). If this is the first year of your grant or you are collecting this data for the first time, 999 indicates a baseline target. Only provide actual performance data for period
 1b may be measured by tests such as the PALS Pre-K Uppercase Letter Naming Subtask or any other test (specify the test here). If this is the first year of your grant or you are collecting this data for the first time, 999 indicates a baseline target. Only provide actual performance data for period



**U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart**

OMB No. 1890 - 0004
Expiration: 10-31-2008
PR/Award #:
EXAMPLE

SECTION A - Project Objectives Information and Related Performance Measures Data

(See Instructions. Use as many pages as necessary.)

Project Objective Check if this is a status update for the previous budget period

Decreasing the drop-out rate of program participants

1.a. Performance Measure

Number of participating students dropping out of school as a proportion of all participants (if first year of grant)

Measure Type

GPR

Quantitative Data

Target			Actual Performance Data		
Raw Number	Ratio	%	Raw Number	Ratio	%
NA	999/999	NA	NA	e.g. 23/40	NA

1.b. Performance Measure

Other (specify)

Measure Type

PROJECT

Quantitative Data

Target			Actual Performance Data		
Raw Number	Ratio	%	Raw Number	Ratio	%
NA	/	NA	NA	/	NA

Explanation of Progress (Include Qualitative Data and Data collection Information)

1a and 1b - If this is the first year of grant or the first year you are collecting data for this measure, 999 indicates a baseline target. Enter only performance data (see example above)



**U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart**

OMB No. 1890 - 0004
Expiration: 10-31-2008

PR/Award #:
EXAMPLE

SECTION A - Project Objectives Information and Related Performance Measures Data

(See Instructions. Use as many pages as necessary.)

Project Objective Check if this is a status update for the previous budget period

Other (e.g. Increasing the number of families served by family reading time project)

1.a. Performance Measure

e.g. Number of families served during the project year to date (if second year of grant)

Measure Type

PROJECT

Target

Ratio

%

Raw Number

75

/

Quantitative Data

Raw Number

60

/

1.b. Performance Measure

Children benefiting from pre-natal care (specify)

Measure Type

PROJECT

Target

Ratio

%

Raw Number

/

Quantitative Data

Raw Number

/

Explanation of Progress (Include Qualitative Data and Data collection Information)

1.a. If in the second year of the grant, or if this is the second or higher time you are collecting data for this measure, enter both a target and the performance data. For example, above, the target (75) is set a little higher than last year's actual performance (let's say it was 55). Actual performance for this period (60) is higher than last period, but slightly below target.

Note – Ratio and/or % fields may also be used depending on how data is collected

APPENDIX B: Exception to Electronic Submission Policies

Exception to Electronic Submission Policies

You may qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the e-Application system for one of the following:

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system

AND – you notify the Department of Education in writing at least fourteen (14) days prior to the closing date for this program competition.

How to Obtain an Exception

You must mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application 14 calendar days (or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday) prior to the closing date of this notice. Address and mail or fax your statement to:

Alexis Fisher
U.S. Department of Education
400 Maryland Ave., SW., room 3W217
Washington, DC 20202-6200
FAX: (202) 260-8969

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than midnight two weeks before the application deadline date.

Submission of Paper Applications (Qualifying Applicants Only)

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in the Federal Register Notice and within this application package. All applicants are required to submit one signed original and two copies of the application. Each copy of the application must include a SF 424 form. Remember, each application must be a self-contained document. The application should not be bound or enclosed in a folder. The preferred method is to clip or staple the application. All sections of the application and all appendices or attachments must be suitable for photocopying in order to be included in the materials given to the reviewers. Be sure to include completed print copies of all required forms that are generated by using the Grants.gov system. These forms are available at the Department's website (<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>).