

(Date)

*Designee
Institution
Address*

Dear *(President or CEO)*:

Your institution has been identified in the Consolidated Appropriations Act of 2008 as the recipient of a Congressionally-directed grant for *(specified dollar amount)*. The congressional intention of this award is for "*(congressional language placed here)*." Please note that the amount has been reduced by a 1.747 percent rescission required by Congress.

We have made every effort to ensure you are the correct contact recipient, but in case of error, please contact us directly by using the contact information provided at the end of this letter.

Before grant funds can be awarded, a grant application package must be submitted specifying how your project will meet the Congressional purposes established in the Appropriations Act and that the monies will be spent appropriately and responsibly. Once the application materials are reviewed and deemed to fully meet the Congressional language specified, we will make your grant award.

Once the award has been made, you will be required to submit all required annual and final reports and conform to statutory and regulatory requirements applicable to all U.S. Department of Education discretionary grantees.

So that funds can be awarded with minimal delay, it is critical that the Department process the award package documents as soon as possible. Please have your representative prepare and submit the required documents on or before **March 31, 2008**. **If you follow the application instructions and meet the specified deadline, you can expect the award to be processed within 4-6 weeks.**

Please direct your representative to begin the process of preparing the application by accessing the Congressionally-directed grant materials at:

<http://www.ed.gov/programs/ope-directed/index.html>

These materials have been developed to answer common questions about earmark awards and will speed your application process.

All Congressionally-directed grant recipients are expected to submit their application materials through the Department of Education's e-Grants Web site at: <http://e-Grants.ed.gov>. From this portal, you will need to select the e-Application tab page. We recommend you view the "Demo" site on the left side of the e-Application homepage to learn how to register for a user ID and password and how to complete a basic application package.

Upon receiving an ID and password and initiating the FY 2008 Congressionally-directed awards package, you will be prompted to enter a unique PIN to gain access to the applications package. The PIN for this package is HTQQY28R5P.

The following documents must be submitted in order to process your grant; all documents can be accessed though the e-Grant portal noted above.

- Several required forms and documents:
 - a. A completed title page (ED-424), signed by an authorized institutional representative (this will be faxed separately to 202-502-7877);
 - b. A completed budget summary form (ED-524);
 - c. A statement in response to the Department of Education's General Education Provisions Act (GEPA), Section 427;
 - d. Form 424B – Assurances, Non-Construction Programs;
 - e. Certifications form regarding lobbying and other matters;
 - f. Form SF-LLL, Disclosure of Lobbying Activities; and
 - g. Supplemental Information for SF-424.
- A one-paragraph project abstract describing the purposes/activities for which the grant will provide support. This abstract will be sent to your Congressional sponsor.
- A project/management narrative plan, not to exceed 10 double-spaced pages, describing the activities to be supported by the grant and their relationship to the Congressional language authorizing the grant and the persons responsible for implementing those activities (including any contractors). Specific items to be addressed are: a) goals and measurable objectives for the project; b) anticipated outcomes; c) actions/activities need to meet the objectives; d) timeline for achieving goals and objectives; and e) methods used to obtain results.
- A description of how the project will be evaluated and to what extent the goals set by Congress will be realized for this grant award; and
- A line item budget and a separate detailed budget narrative describing how these figures were calculated. Note that recipients of Congressional awards are not required to contribute matching funds and may include indirect costs up to the organization's negotiated federal rate.

Finally, note that there are certain purposes to which Congressionally-directed grant monies **cannot** be applied unless specifically authorized by the legislative language, including such items as construction, sub-granting to other organizations, and payments for lobbying activities. See the materials located at the OPE Web address above for additional information on this and other aspects of preparing an application.

This award should be described as a “Congressionally-directed grant” in all public announcements. Applications for all awards must be processed before the end of this fiscal year, September 30, 2008. Failure to complete the application process by that date will result in forfeiture of the award.

Applicants that do not have access to the e-Grants Web site may submit applications in paper form. Please contact Levenia Ishmell at 202-502-7668 or Levenia.Ishmell@ed.gov to request a waiver and paper application materials.

If you wish to decline this funding, please contact Bette Dow immediately by e-mail at Bette.Dow@ed.gov.

We look forward to working with you. If you have further questions, please call 202-502-7500. Please specify your institution and that your request is for information for Congressionally-directed grants.

Cordially,

Ralph Hines
Acting Director,
Fund for Improvement of
Postsecondary Education

cc: Bette Dow, Ph.D.
Coordinator, Congressionally-directed Grants Award