

DATED MATERIAL - OPEN IMMEDIATELY

Closing Date: May 14, 2004

## Archived Information

FISCAL YEAR 2004

### *Grant Application for the*

# INSTITUTE FOR INTERNATIONAL PUBLIC POLICY PROGRAM

CFDA No. 84.269

OMB No. 1840-0068

Expiration Date: 6/30/2007



International Education Programs Service

U.S. Department of Education

Washington, D.C. 20006-8521

1990 K Street - 6<sup>th</sup> Floor  
Washington, DC 20006-8521

**INSTITUTE FOR INTERNATIONAL PUBLIC POLICY  
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**PLEASE SUBMIT ONE ORIGINAL AND 3 COPIES OF THE APPLICATION TO THE APPLICATION CONTROL CENTER IN ACCORDANCE WITH THE FEDERAL REGISTER NOTICE.**

April 2004

Dear Applicant:

Thank you for your interest in the **Institute for International Public Policy (IIPP)** program.

This application package is intended for consortia of higher education institutions applying to the Institute for International Public Policy (IIPP) program as authorized under Part C, Title VI of the Higher Education Act of 1965, as amended. The IIPP program will provide a single grant to a consortium of institutions of higher education to conduct a program designed to significantly increase the number of underrepresented groups in the international service. All eligible applicants must contribute an amount from non-Federal sources equal to at least one-half the amount of the grant, which may be in-cash, in-kind, or a combination of the two.

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

Please review the Notice Inviting Applications, contained in this booklet, for the instructions concerning submission of applications to our e-Application system.

We look forward to receiving your application and appreciate your efforts to meet the country's need for a new generation trained to face the many challenges of the 21<sup>st</sup> Century.

Sincerely,

Wilbert Bryant  
Deputy Assistant Secretary  
for Higher Education Programs



4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Institute of International Public Policy

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

Catalog of Federal Domestic Assistance (CFDA) Number: 84.269A

Dates:

Applications Available: April 5, 2004.

Deadline for Transmittal of Applications: May 14, 2004.

Deadline for Intergovernmental Review: July 14, 2004.

Eligible Applicants: Consortia consisting of one or more of the following entities: (1) an institution eligible for assistance under Part B of Title III of the Higher Education Act of 1965, as amended (HEA); (2) an institution of higher education that serves substantial numbers of African American or other underrepresented minority students; and (3) an institution of higher education with programs in training foreign service professionals.

Estimated Available Funds: \$1,626,330.

Maximum Award: We will reject any application that proposes a budget exceeding \$1,626,330 for a single budget period of 12 months. The Assistant Secretary for the Office of Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 1.

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

PROJECT PERIOD: UP TO 60 MONTHS.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To provide a grant that establishes an Institute for International Public Policy that will conduct a program to significantly increase the number of African Americans and other underrepresented minorities in the international service, including private international voluntary organizations and the foreign service of the United States.

Program Authority: 20 U.S.C. 1131-1131f.

**Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, and 86.**

**Note: Because there are no program specific regulations for the Institute for International Public Policy Program, applicants are encouraged to read the authorizing statute in sections 621-628 of part C, Title VI, of the HEA.**

II. Award Information

Type of Award: Discretionary grants.

Estimated Average Size of Awards: \$1,626,330.

Maximum Award: We will reject any application that proposes a budget exceeding \$1,626,330 for a single budget period of 12 months. The Assistant Secretary for the Office of Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 1.

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

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: Consortia consisting of one or more of the following entities: (1) an institution eligible for assistance

under Part B of Title III of the Higher Education Act of 1965, as amended (HEA); (2) an institution of higher education that serves substantial numbers of African American or other underrepresented minority students; and (3) an institution of higher education with programs in training foreign service professionals.

2. Cost Sharing or Matching: The matching requirement is described in section 621(e) of the HEA. The statute states that the applicant's share of the total cost of carrying out a program supported by a grant under this section must be at least one-half of the amount of the grant. The non-Federal share of the cost may be provided either in-kind or in cash.

#### IV. Application and Submission Information

1. Address to Request Application Package: Ms. Tanyelle Richardson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., 6<sup>th</sup> floor, Washington, DC 20006-8521. Telephone: (202) 502-7626 or by e-mail: [tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov)

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

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person 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 program.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 60 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. However, you may single space 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). However, you may use a 10-point font in charts, tables, figures, and graphs.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract or the appendices. However, you must include your complete response to the selection criteria in the application narrative.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: April 5, 2004.

Deadline for Transmittal of Applications: May 14, 2004.

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

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

Deadline for Intergovernmental Review: July 14, 2004.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining



funding restrictions in the Applicable Regulations section of this notice.

6. Other Submission Requirements: Instructions and requirements for the transmittal of applications by mail or by hand (including a courier service or commercial carrier) are in the application package for this program.

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

Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553), the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

We are requiring that applications for grants under Institute for International Public Policy--CFDA Number 269A be submitted electronically using the Electronic Grant Application System (e-Application) available

through the Department's e-GRANTS system. The e-GRANTS system is accessible through its portal page at: <http://e-grants.ed.gov>

If you are unable to submit an application through the e-GRANTS system, you may submit a written request for a waiver of the electronic submission requirement. In your request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Tanyelle Richardson, U.S. Department of Education, 1990 K Street, NW., room 6017, Washington, DC 20006-8521. Please submit your request no later than two weeks before the application deadline date.

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

Pilot Project for Electronic Submission of Applications:

We are continuing to expand our pilot project for electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. Institute for International Public Policy--CFDA Number 269A is one of the programs included in the pilot project. If you are an applicant under Institute for International Public Policy you must submit your application to us in electronic format or receive a waiver.

The pilot project involves the use of e-Application. If you use e-Application, you will be entering data online while completing your

application. You may not e-mail an electronic copy of a grant application to us. The data you enter online will be saved into a database. We shall continue to evaluate the success of e-Application and solicit suggestions for its improvement.

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

- When you enter the e-Application system, you will find information about its hours of operation. We strongly recommend that you do not wait until the application deadline date to initiate an e-Application package.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524) and all necessary assurances and certifications.
- Your e-Application must comply with any page limit requirements described in this notice.
- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the application for Federal Education assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from e-Application.
2. The institution's Authorizing Representative must sign this

form.

3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.

4. Fax the signed ED 424 to the Application Control Center at (202) 260-1349.

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

Application Deadline Date Extension in Case of System Unavailability:

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

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

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

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

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-GRANTS help desk at 1-888-336-8930. You may access the electronic grant

application for Institute for International Public Policy at:

<http://e-grants.ed.gov>

#### V. Application Review Information

**Selection Criteria: The selection criteria for this program are from section 75.210 of EDGAR and are as follows: (a) meeting the purpose of the authorizing statute (20 points), (b) need for project (15 points), (c) quality of the management plan (15 points), (d) significance (10 points), (e) quality of project design (10 points), (f) quality of project personnel (10 points), (g) adequacy of resources (10 points), and (h) quality of the project evaluation (10 points). Applicants should review section 75.210 of EDGAR for a complete description of these criteria.**

#### 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 also notify you informally.

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

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

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

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34

CFR 75.118. The applicant is required to use the electronic data instrument EELIAS system to complete the final report.

4. Performance Measures: One performance measure has been developed to evaluate the overall effectiveness of the Institute for International Public Policy program: the percentage of Title VI graduates who find employment in higher education, government service, and national security.

#### VII. Agency Contact

For Further Information Contact: Ms. Tanyelle Richardson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., 6<sup>th</sup> floor, Washington, DC 20006-8521. Telephone: (202) 502-7626 or by e-mail: [tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov)

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

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

#### VIII. Other Information

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

Dated:

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Sally L. Stroup,  
Assistant Secretary  
Office of Postsecondary Education.

**Higher Education Act of 1965, Title VI, Part C, as amended,**

**20 U.S.C 1131 – 1131f**

**Sec. 1131 - Minority Foreign Service Professional Development Program**

**(a) Establishment**

The Secretary is authorized to award a grant, on a competitive basis, to an eligible recipient to enable such recipient to establish an Institute for International Public Policy (hereafter in this part referred to as the "Institute"). The Institute shall conduct a program to significantly increase the numbers of African Americans and other underrepresented minorities in the international service, including private international voluntary organizations and the foreign service of the United States. Such program shall include a program for such students to study abroad in their junior year, fellowships for graduate study, internships, intensive academic programs such as summer institutes, or intensive language training.

**(b) "Eligible recipient" defined**

**(1) In general**

For the purpose of this part, the term "eligible recipient" means a consortium consisting of 1 or more of the following entities:

**(A)**

An institution eligible for assistance under part B of subchapter III of this chapter.

**(B)**

An institution of higher education which serves substantial numbers of African American or other underrepresented minority students.

**(C)**

An institution of higher education with programs in training foreign service professionals.

**(2) Host institution**

Each eligible recipient receiving a grant under this section shall designate an institution of higher education as the host institution for the Institute.

**(c) Application**

Each eligible recipient desiring a grant under this section shall submit an application at such time, in such manner, and accompanied by such information as the Secretary may reasonably require.

**(d) Duration**

Grants made pursuant to this section shall be awarded for a period not to exceed 5 years.

**(e) Match required**

The eligible recipient of a grant under this section shall contribute to the conduct of the program supported by the grant an amount from non-Federal sources equal to at least one-half the amount of the grant, which contribution may be in cash or in kind

**Sec. 1131-1. - Institutional development**

**(a) In general**

The Institute shall award grants, from amounts available to the Institute for each fiscal year, to historically Black colleges and universities, Hispanic-serving institutions, Tribally Controlled Colleges or Universities, and minority institutions, to enable such colleges, universities, and institutions to strengthen international affairs programs.

**(b) Application**

No grant may be made by the Institute unless an application is made by the college, university, or institution at such time, in such manner, and accompanied by such information as the Institute may require.

**(c) Definitions**

In this section -

**(1)**

the term "historically Black college and university" has the meaning given the term in section [1061](#) of this title;

**(2)**

the term "Hispanic-serving institution" has the meaning given the term in section [1101a](#) of this title;

**(3)**

the term "Tribally Controlled College or University" has the meaning given the term in section [1801](#) of title [25](#); and

**(4)**

the term "minority institution" has the meaning given the term in section [1067k](#) of this title

**Sec. 1131a. - Study abroad program**

**(a) Program authority**



The Institute shall conduct, by grant or contract, a junior year abroad program. The junior year abroad program shall be open to eligible students at institutions of higher education, including historically Black colleges and universities as defined in section [1061](#) of this title, tribally controlled Indian community colleges as defined in the Tribally Controlled College or University Assistance Act of 1978 ([25 U.S.C. 1801](#) et seq.), and other institutions of higher education with significant minority student populations. Eligible student expenses shall be shared by the Institute and the institution at which the student is in attendance. Each student may spend not more than 9 months abroad in a program of academic study, as well as social, familial and political interactions designed to foster an understanding of and familiarity with the language, culture, economics and governance of the host country.

**(b) "Eligible student" defined**

For the purpose of this section, the term "eligible student" means a student that is -

**(1)**

enrolled full-time in a baccalaureate degree program at an institution of higher education; and

**(2)**

entering the third year of study, or completing the third year of study in the case of a summer abroad program, at an institution of higher education which nominates such student for participation in the study abroad program.

**(c) Special rule**

An institution of higher education desiring to send a student on the study abroad program shall enter into a Memorandum of Understanding with the Institute under which such institution of higher education agrees to -

**(1)**

provide the requisite academic preparation for students participating in the study abroad or internship programs;

**(2)**

pay one-third the cost of each student it nominates for participation in the study abroad program; and

**(3)**

meet such other requirements as the Secretary may from time to time, by regulation, reasonably require

**Sec. 1131b. - Masters degree in international relations**

The Institute shall provide, in cooperation with the other members participating in the eligible recipient consortium, a program of study leading to a masters degree in international relations. The masters degree program designed by the consortia shall be reviewed and approved by the Secretary. The Institute may grant fellowships in an amount not to exceed the level of support comparable to that provided by the National Science Foundation graduate fellowships, except

such amount shall be adjusted as necessary so as not to exceed the fellow's demonstrated level of need according to measurement of need approved by the Secretary. A fellowship recipient shall agree to undertake full-time study and to enter the international service (including work with private international voluntary organizations) or foreign service of the United States.

## **Sec. 1131c. - Internships**

### **(a) In general**

The Institute shall enter into agreements with historically Black colleges and universities as defined in section [1061](#) of this title, tribally controlled Indian community colleges as defined in the Tribally Controlled College or University Assistance Act of 1978 ([25 U.S.C. 1801](#) et seq.), other institutions of higher education with significant numbers of minority students, and institutions of higher education with programs in training foreign service professionals, to provide academic year internships during the junior and senior year and summer internships following the sophomore and junior academic years, by work placements with an international voluntary or government organizations or agencies, including the Agency for International Development, the International Monetary Fund, the National Security Council, the Organization of American States, the Export-Import Bank, the Overseas Private Investment Corporation, the Department of State, Office of the United States Trade Representative, the World Bank, and the United Nations.

### **(b) Postbaccalaureate internships**

The Institute shall enter into agreements with institutions of higher education described in the first sentence of subsection (a) of this section to conduct internships for students who have completed study for a baccalaureate degree. The internship program authorized by this subsection shall -

#### **(1)**

assist the students to prepare for a master's degree program;

#### **(2)**

be carried out with the assistance of the Woodrow Wilson International Center for Scholars;

#### **(3)**

contain work experience for the students designed to contribute to the students' preparation for a master's degree program; and

#### **(4)**

be assisted by the Interagency Committee on Minority Careers in International Affairs established under subsection (c) of this section.

### **(c) Interagency Committee on Minority Careers in International Affairs**

#### **(1) Establishment**

There is established in the executive branch of the Federal Government an Interagency

Committee on Minority Careers in International Affairs composed of not less than 7 members, including -

**(A)**

the Under Secretary for Farm and Foreign Agricultural Services of the Department of Agriculture, or the Under Secretary's designee;

**(B)**

the Assistant Secretary and Director General, of the United States and Foreign Commercial Service of the Department of Commerce, or the Assistant Secretary and Director General's designee;

**(C)**

the Under Secretary of Defense for Personnel and Readiness of the Department of Defense, or the Under Secretary's designee;

**(D)**

the Assistant Secretary for Postsecondary Education in the Department of Education, or the Assistant Secretary's designee;

**(E)**

the Director General of the Foreign Service of the Department of State, or the Director General's designee;

**(F)**

the General Counsel of the Agency for International Development, or the General Counsel's designee; and

**(G)**

the Associate Director for Educational and Cultural Affairs of the United States Information Agency, or the Associate Director's designee.

**(2) Functions**

The Interagency Committee established by this section shall -

**(A)**

on an annual basis inform the Secretary and the Institute regarding ways to advise students participating in the internship program assisted under this section with respect to goals for careers in international affairs;

**(B)**

locate for students potential internship opportunities in the Federal Government related to international affairs; and

**(C)**

promote policies in each department and agency participating in the Committee that are designed to carry out the objectives of this part

### **Sec. 1131d. - Report**

The Institute shall annually prepare a report on the activities of the Institute and shall submit such report to the Secretary of Education and the Secretary of State

### **Sec. 1131e. - Gifts and donations**

The Institute is authorized to receive money and other property donated, bequeathed, or devised to the Institute with or without a condition of restriction, for the purpose of providing financial support for the fellowships or underwriting the cost of the Junior Year Abroad Program. All funds or property given, devised, or bequeathed shall be retained in a separate account, and an accounting of those funds and property shall be included in the annual report described in section [1131d](#) of this title

### **Sec. 1131f. - Authorization of appropriations**

There is authorized to be appropriated \$10,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years to carry out this part.

## **SUPPLEMENTARY BUDGET INFORMATION – HOW TO COMPLETE THE BUDGET PORTION OF YOUR GRANT APPLICATION**

In order to be considered for federal funding each applicant must provide the following:

- ED Form 524 Section A;
- ED Form 534 Section B; and
- A descriptive budget narrative explaining the requested federal request and cash and /or in-kind match contributions for individual cost categories.

### **ED FORM 524**

ED Form 524 Section A is used to apply to individual U.S. Department of Education discretionary grant programs. All applicants must compete Section A.

ED Form 524 Section B is used to show *matching funds* from other non-Federal resources including in-kind equivalent to the project. All applicants must compete Section B.

### **INSTRUCTIONS TO COMPLETE ED FORM 524**

**Name**: Enter the Name of the organization or institution in the blank space provided.

**Personnel**: Enter project personnel salaries and wages only. Fee and expenses for consultants should be included on line 6.

**Fringe Benefits**: The institutions normal fringe benefit contribution may be charged to the program. If the benefits exceed twenty-eight percent (28%), an explanation and justification must be provided. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

**Travel**: Indicate the travel costs of employees and participants only. Travel of consultants, trainees, etc. should be included on line 6.

**Equipment** : Indicate the cost of non-expendable personal property, which has a usefulness of greater than one year and acquisition cost of \$5,000 or more per unit. Lower limits may be established to maintain consistency with the applicant's policy.

**Supplies** : Show all tangible personal property except that which is included on line 4.

**Contractual**: Include consultant travel costs and fees.

**Construction** : Not applicable

**Other**: Indicate all direct costs not covered on lines 1-6. Examples are equipment rental, required fees, communication costs, utilities, or printing costs.

**Total Direct Costs** : The sum of lines 1-8.

**Indirect Costs** : Indirect costs are limited to **eight percent (8%)** of the total direct cost base.

**Training Stipends** : Indicate the level of awards given to participants either in the form of stipends (non-repayable) or in the form of scholarships (repayable).

**Total Cost**: This should equal the sum of (total direct costs + indirect + stipends). The sum for column one, labeled Project Year 1 (a), should also be equal to item 14a on the application face sheet (ED Form 424).

### **Detailed Budget Narrative**

Each applicant must provide a budget narrative for requested federal funds and matching contributions **for each program year**. Please limit your budget narrative to the equivalent of no more than 15 double – spaced pages, using a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

The budget narrative for requested federal funds should provide the justification of how money requested per budget category is intended to be spent.

A narrative must also be provided to describe cash or in-kind match contributions per budget category. The narrative must be more than a spreadsheet. It must explain the source and expected use of federal and matching funds by budget category.

The budget narrative provides an opportunity for the applicant to identify the proposed expenditure and the amount of the proposed expenditure. There should be enough detail to enable proposal readers and project staff to understand what funds will be used for, how much will be expended, the source of funds to be expended, and the relationship between expended funds and project activities and outcomes.

## **PROGRAM NARATIVE INSTRUCTIONS**

### **NEW APPLICATIONS**

#### **Provide a three page abstract of the proposed project.**

Before preparing the Application Narrative, an applicant should carefully read all the information included in the notice, especially the program purpose, description of the program and the selection criteria the Secretary uses to evaluate applications.

#### **Provide a three page abstract of the proposed project.**

Describe the proposed Institute for International Public Policy in light of each selection criteria in the order in which these criteria are listed in the application package. Be sure to identify the students served, and how they are being recruited; describe in detail how program activities will be accomplished. Provide as appendices to the narrative, resumes for all relevant faculty and staff personnel who will work on this project. Include as attachments other pertinent information that might assist the reviewers to evaluate the application. The program narrative should not exceed sixty (60) double spaced pages. **Page limitations will be strictly enforced (please see the closing date notice).** Page limitations pertains only to the narrative portion of your application. The page limitation does not apply to the abstract, the budget pages, faculty resumes or any other supporting materials that you may choose to include with your application.

**Note:** As you address the selection criteria that will be used to evaluate the applications, be sure to review section B of the application where the authorizing legislation is provided. Section 601 of the law provides the general finding and purposes, which pertain to the entire International and Foreign Language Studies programs of Title VI of the Higher Education Act. Section 1131 provides specific legislation authority for the Institute for International Public Policy Program.

### **PERFORMANCE REPORTS**

The grantee must submit an annual performance report in accordance with EDGAR 75.118 to be eligible to receive funding for the second and subsequent years of their project period. The performance report should include the most current performance and financial expenditure information to date. If a recipient fails to submit a performance report that meets the requirements of 34 CFR 74.82, 75.590, 75.720 and 80.40, the Secretary may deny continued funding for the grant.

### **AMENDMENTS**

For request for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. (EDGAR - Subpart L)



## **SELECTION CRITERIA**

The Secretary uses the following selection criteria to evaluate applications for new grants under the Institute for International Public Policy (IIPP) Program. **The maximum score for all these criteria is 100 points.** The maximum score for each criterion is indicated with the criterion.

**(a) Meeting the purpose of the authorizing statute. (20 points)** (1) The Secretary reviews each application to determine how well the project will meet the purposes of sections 1131 – 1131f, of the Higher Education Act of 1965, as amended by The Education Amendments of 1992.

**(b)** (b) The Secretary evaluates an application by determining how well the project proposed by the applicant meets the statutory provisions under paragraph (a) (1) of this section. The Secretary considers the following factors:

(i) the objectives of the project.

(ii) the extent to which these objectives further the statutory provisions.

**(b) Need for project. (15 points)** (1) The Secretary considers the need for the proposed project.

(2) In determining the need for the proposed project, the Secretary considers the following factors:

(i) The magnitude of the need for the services to be provided and the activities to be carried out by the proposed project.

(ii) The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated.

**(c) Quality of the management plan. (15 points)**

(1) The Secretary considers the quality of the management plan for the proposed project.

(2) In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(i) 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.

(ii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

**(d) Significance. (10 points)** (1) The Secretary considers the significance of the proposed project.

(2) In determining the significance of the proposed project, the Secretary considers the following factors:

(i) The national significance of the proposed project.

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

(iii) The importance or magnitude the results or outcomes likely to be attained by the proposed project.

**(e) Quality of the project design. (10 points)** (1) The Secretary considers the quality of the design of the proposed project.

(2) In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

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

(iii) The extent to which the proposed activities constitute a coherent, sustained program of research and development in the field.

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

**(f) Quality of project personnel. (10 points)** (1) The Secretary considers the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers the following factors:

(i) The qualifications, including relevant training and experience, of the project director or principal investigator.

(ii) The qualifications, including relevant training and experience, of key project personnel.

(iii) The qualifications, including relevant training and experience of project consultants or subcontractors.

**(g) Adequacy of resources. (10 points)** (1) The Secretary considers the adequacy of resources for the proposed project.

(2) In determining the adequacy of resources for the proposed project the Secretary considers the following factors:

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

(ii) The adequacy of support, including, but not limited to, facilities, equipment, supplies, and other resources from the applicant organization or the lead applicant organization.

(iii) The potential for continued support of the project after Federal funds ends, including as appropriate the demonstrated commitment of appropriate entities to such support.

**(h) Quality of the project evaluation. (10 points)** (1) The Secretary considers the quality of evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factor:

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.

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

(ii) The extent to which the methods of evaluation will provide performance feedback of progress toward achieving intended outcomes.

## **PARITY GUIDELINES BETWEEN PAPER AND ELECTRONIC APPLICATIONS:**

In FY 2004, the U.S. Department of Education is continuing to expand the pilot project, which began in FY 2000, which allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-APPLICATION, formerly e-GAPS (Electronic Grant Application System), allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-APPLICATION visit the following address:

<http://e-grants.ed.gov>

Users of e-APPLICATION, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of a grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project continues the Department's transition to an electronic grant award process. In addition to e-APPLICATION, the Department plans to expand the number of discretionary programs using the electronic peer review (e-READER) system and to increase the participation of discretionary programs offering grantees the use of the electronic annual performance reporting (e-REPORTS) system. To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8 ½" by 11" paper.
- Leave a 1-inch margin on all sides.
- Use consistent font throughout your document. You may also use boldface type, underlining, and italics. However, please do not use colored text.
- Please use black and white, also, for illustrations, including charts, tables, graphs and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion,

if included, does not count against any page limitation.

- Place a page number at the bottom right of each page beginning with 1 and number your pages consecutively throughout your document.

## **The Evaluation of Exchange, Language, International and Area Studies**

On August 25, 2000, the Office of Management and Budget approved the Evaluation of Exchange, Language and Area Studies (EELIAS) electronic performance reporting system for collecting performance narratives and project data for all Title VI programs.

If your project is awarded a new FY 2004 Institute for International Public Policy (IIPP) program grant, you will be required to submit your annual performance reports using EELIAS. EELIAS is designed to collect comparable performance information across Title VI programs. In addition to providing evaluation data to inform the federal strategic planning and budget processes, the performance reports assist IEGPS program officers in determining grantees' progress toward meeting the approved project objectives and whether to make continuation awards in subsequent fiscal years.

## Application Transmittal Instructions

**ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.**

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

### **Applications Submitted Electronically**

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

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

### **Applications Delivered by Mail**

Applications sent by mail must be addressed to:

**U.S. Department of Education  
Application Control Center  
ATTENTION: INSTITUTE FOR INTERNATIONAL PUBLIC POLICY 84.26A  
7<sup>th</sup> & D Streets, SW  
Room 3671  
Regional Office Building 3  
400 Maryland Avenue, SW.  
Washington, D.C. 20202-4725**

Applicants must show proof of mailing consisting of one of the following:

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

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

- (1) A private metered postmark, or

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

Applicants should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

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

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

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

**Applications Delivered by Hand/Courier Service**

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

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

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

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



Assurances go here!

**TECHNICAL REVIEW  
INSTITUTE FOR INTERNATIONAL PUBLIC POLICY**

(CFDA 84.269a)

*NAME OF APPLICANT:*

*APPLICATION NUMBER*  
**P 269A**

**Part I – CRITERIA PROFILE**

<i>CRITERIA</i>	<i>MAXIMUM POINTS</i>	<i>POINTS ASSIGNED</i>
1. Meeting the Purpose of the Authorizing Statute	20	
2. Extent of Need for the Project	15	
3. Quality of Management Plan	15	
4. Significance	10	
5. Quality of Project Design	10	
6. Quality of Project Personnel	10	
7. Adequacy of Resources	10	
8. Quality of Project Evaluation	10	
<b>TOTAL POINTS</b>	<b>100</b>	

**Part II - SUMMARY**

COMMENTS: (please make at least six key statements concerning the program; use this page and page 2)

**SIGNATURE OF REVIEWER**

*I have reviewed this application in accordance with the criteria published in the FEDERAL REGISTER.*

\_\_\_\_\_  
(Use black ink please)

\_\_\_\_\_  
(Date signed)

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**CONTINUATION of Part II - SUMMARY**

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**1. MEETING THE PURPOSE OF THE AUTHORIZING STATUTE**

(Maximum 20 points)

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How well does this project meet the purposes of sections 1131 – 1131f, Title VI of the Higher Education Act which authorizes this program? Please consider the following factors:

(i) What are the objectives of the project?

(ii) How do these objectives further the purposes of sections 1131 – 1131f?

---

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-10 Points</b>	<b>ADEQUATE 11-15 Points</b>	<b>GOOD TO EXCELLENT 16-20 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**2. EXTENT OF NEED FOR THE PROJECT**

(Maximum 15 points)

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To what extent does this project meet the specific needs recognized in sections 1131 – 1131f of the statute? Please consider the following factors:

- (i) To what extent has the applicant demonstrated the need for the services and activities to be carried out by the proposed project?
  
- (ii) To what extent will the proposals project focus on serving the otherwise addressing the needs of disadvantage individuals?
  
- (iii) To what extent will the proposed project prepare personnel in fields for which shortages have been demonstrated?

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-5 Points</b>	<b>ADEQUATE 6-11 Points</b>	<b>GOOD TO EXCELLENT 12-15 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**3. QUALITY OF THE MANAGEMENT PLAN**

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(Maximum 15 points)

How good is the quality of the management plan for the five-year project period? Please consider the following factors:

- (i) Does the management plan demonstrate that the objectives will be met on time and within budget; does it include clearly defined responsibilities, timelines, and milestones for accomplishing project tasks?
  
- (ii) Are the time commitments of the project director and principal investigator and other key project personnel appropriate and adequate to meet the objectives?

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-5 Points</b>	<b>ADEQUATE 6-11 Points</b>	<b>GOOD TO EXCELLENT 12-15 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**4. SIGNIFICANCE**

(Maximum 10 points)

---

How significant is the project? Please consider the following factors:

- (i) What is the national significance of the proposed project?
  
- (ii) What is the extent to which the proposed project is likely to build local capacity to provide, improve or expand services that address the needs of the target population?
  
- (iii) What importance or magnitude are the results or outcomes likely to be obtained by the proposed project?

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-3 Points</b>	<b>ADEQUATE 4-6 Points</b>	<b>GOOD TO EXCELLENT 7-10 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

---

**5. QUALITY OF PROJECT DESIGN**

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(Maximum 10 points)

Is this a project of high quality? Please consider the following factors:

- (i) To what extent are goals, objectives, and outcomes to be achieved by the proposed project clearly specified and measurable?
- (ii) To what extent is the design of the proposed project appropriate to, and does it successfully address, the needs of the target population and other identified needs?
- (iii) To what extent do the proposed activities include a coherent, sustained program of research and development in the field?
- (iv) To what extent is the proposed project designed to build capacity and yield results that will extend beyond the period of Federal financial assistance?

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-3 Points</b>	<b>ADEQUATE 4-6 Points</b>	<b>GOOD TO EXCELLENT 7-10 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*



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**6. QUALITY OF PROJECT PERSONNEL**

---

(Maximum 10 points)

How good is the quality of the project personnel? Please consider the following factors:

- (i) To what extent does the applicant encourage applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability?
- (ii) How relevant and appropriate are the qualifications, including relevant training and experience, of the project director or principal investigator?
- (iii) How relevant and appropriate are the qualifications, including relevant training and experience, of key project personnel?

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-3 Points</b>	<b>ADEQUATE 4-6 Points</b>	<b>GOOD TO EXCELLENT 7-10 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**7. ADEQUACY OF RESOURCES**

(Maximum 10 points)

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To what extent are the resources that the applicant plans to devote to the project adequate?

Please consider the following factors:

- (i) How adequate is the support from the applicant or applicants? Such support includes, but is not limited to, facilities, equipment, supplies, and other resources?.
- (ii) Are the costs reasonable in relation to the objectives, design and potential significance of the proposed project?
- (ii) Is there potential for continued support of the project after Federal funding ends?

---

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-3 Points</b>	<b>ADEQUATE 4-6 Points</b>	<b>GOOD TO EXCELLENT 7-10 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

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**8. QUALITY OF PROJECT EVALUATION**

(Maximum 10 points)

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How effective is the evaluation plan of the project? Please consider the extent to which the applicant's 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 and, the extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

<b>NOT ADDRESSED 0 Points</b>	<b>INADEQUATE 1-3 Point</b>	<b>ADEQUATE 4-6 Points</b>	<b>GOOD TO EXCELLENT 7-10 Points</b>	<b>POINTS AWARDED _____</b>
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*Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:*

# The Government Performance and Results Act (GPRA)

## What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

## How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Create a Culture of Achievement*
- Goal 2: Improve Student Achievement*
- Goal 3: Develop Safe Schools and Strong Character*
- Goal 4: Transform Education into an Evidence-based Field*
- Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education*
- Goal 6: Establish Management Excellence*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 5: Enhance the Quality and Access to Postsecondary and Adult Education.

## What are the Performance Indicators for the International Education Programs?

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The objective and performance indicators are as follows:

1. **Maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions.**

- (1) Percentage of Title VI graduates who find employment in higher education, government service, and national security

## **Appendix**

### **Intergovernmental Review of Federal Programs**

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

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing containing the Single Point of Contact for each State is included in this appendix.

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

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area wide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 6213, 400 Maryland Avenue, SW., Washington, DC 20202-0124.

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

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

## STATE SINGLE POINTS OF CONTACT

**Note:** In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

The jurisdictions not listed no longer participate in the process. However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact.

### ARIZONA

Ms. Joni Saad  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012  
Telephone: (602) 280-1315  
FAX: (602) 280-8144  
[jonis@ep.state.az.us](mailto:jonis@ep.state.az.us)

### ARKANSAS

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th Street, Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-1074  
FAX: (501) 682-5206  
[tlcopeland@dfa.state.ar.us](mailto:tlcopeland@dfa.state.ar.us)

### CALIFORNIA

Grants Coordinator  
State Clearinghouse  
Office of Planning & Research  
1600 Ninth Street, Room 250  
Sacramento, California 95814  
Telephone: (916) 323-7480  
FAX: (916) 323-3018  
No e-mail address

### DELAWARE

Ms. Francine Booth  
State Single Point of Contact  
Executive Department  
Office of the Budget  
540 S. Dupont Highway  
Suite 5  
Dover, Delaware 19903  
Telephone: (302) 739-3326  
FAX: (302) 739-5661  
[fbooth@state.de.us](mailto:fbooth@state.de.us)

### DISTRICT OF COLUMBIA

Mr. Ron Seldon  
State Single Point of Contact  
Office of Grants Mgmt. & Development.  
717 14th Street, N.W. - Suite 400  
Washington, D.C. 20005

### FLORIDA

Florida State Clearinghouse  
Department of Community Affairs  
22740 Centerview Drive  
Tallahassee, Florida 32399-2100  
Telephone: (904) 922-5438  
FAX: (904) 487-2899  
Contact: Ms. Cherie Trainor  
Telephone: (850) 414-5495  
[cherie.trainor@dca.state.fl.us](mailto:cherie.trainor@dca.state.fl.us)

### GEORGIA

Ms. Deborah Stephens  
Coordinator  
Georgia State Clearinghouse  
270 Washington Street, S.W. - 8th Floor  
Atlanta, GA 30334  
Telephone: (404) 656-3855  
Telephone: (404) 656-3855  
FAX: (404) 656-7901  
[ssda@mail.opb.state.ga.us](mailto:ssda@mail.opb.state.ga.us)

### ILLINOIS

Ms. Virginia Bova, Single Point of Contact  
Illinois Department of Commerce and  
Community Affairs  
James R. Thompson Center  
100 West Randolph, Suite 3-400  
Chicago, IL 60601  
Telephone: (312) 814-6028  
FAX: (312) 814-1800  
No e-mail address

### INDIANA

Ms. Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204-2796  
Telephone: (317) 232-2972  
FAX: (317) 233-3323  
No e-mail address

### IOWA

Mr. Steven R. McCann  
Division for Community Assistance  
Iowa Department of Economic  
Development  
200 East Grand Avenue  
Des Moines, Iowa 50309

Telephone: (202) 727-6537  
FAX: (202) 727-1617  
[rseldon-ogmd@dcd.gov](mailto:rseldon-ogmd@dcd.gov)

#### **KENTUCKY**

Mr. Kevin J. Goldsmith, Director  
Sandra Brewer, Executive Secretary  
Intergovernmental Affairs  
Office of the Governor  
700 Capitol Avenue  
Frankfort, Kentucky 40601  
Telephone: (502) 564-2611  
FAX: (502) 564-0437  
[kgoldmkgosmith@mail.state.ky.us](mailto:kgoldmkgosmith@mail.state.ky.us)  
[Sbrewer@mail.state.ky.us](mailto:Sbrewer@mail.state.ky.us)

#### **MAINE**

Ms. Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
Telephone: (207) 287-3261  
FAX: (207) 287-6489  
[joyce.benson@state.me.us](mailto:joyce.benson@state.me.us)

#### **MARYLAND**

Ms. Linda Janey  
Manager, Plan & Project Review  
Planning  
Maryland Office of Planning  
301 W. Preston Street - Room 1104  
Baltimore, Maryland 21201-2365  
Staff Contact: Linda Janey  
Telephone: (410) 767-4490  
FAX: (410) 767-4480  
[linda@mail.op.state.md.us](mailto:linda@mail.op.state.md.us)

#### **MICHIGAN**

MR. RICHARD PFAFF  
Southeast Michigan Council of Governments  
660 Plaza Drive - Suite 1900  
Detroit, Michigan 48226  
Telephone: (313) 961-4266  
FAX: (313) 961-4869  
[pfaff@semcog.org](mailto:pfaff@semcog.org)

#### **MISSISSIPPI**

Ms. Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
550 High Street  
303 Walters Sillers Building  
Jackson, Mississippi 39302-3087  
Telephone: (601) 359-6762  
FAX: (601) 359-6758  
No e-mail address

Telephone: (515) 242-4719  
FAX: (515) 242-4809  
[steve.mccann@ided.state.ia.us](mailto:steve.mccann@ided.state.ia.us)

#### **MISSOURI**

Ms. Lois Pohl  
Federal Assistance Clearinghouse  
Office of Administration  
P.O. Box 809  
Jefferson Building, 9th Floor  
Jefferson City, Missouri 65102  
Telephone: (314) 751-4834  
FAX: (314) 751-7819  
No e-mail address

#### **NEVADA**

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**Note:** This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to Sherron Duncan (Telephone (202) 395-3120) at the Office of Management and Budget and to the State in question. Changes to the list will only be made upon formal notification by the State. The list is also published biannually in the Catalog of Federal Domestic Assistance.

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

## **GRANTS**

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

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

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

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

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

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

Questions regarding submission of applications may be addressed to:

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

## **CONTRACTS**

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

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

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

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

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

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

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

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

## GUIDANCE ON SECTION 427 OF GEPA

The purpose of this enclosure is to inform you about a new provision in the U.S. Department of Education's General Provisions Act (GEPA) that will apply to applicants for new grant awards under Department programs. This provision is section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

### **To Whom Does This Provision Apply?**

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

### **What Does This Provision Require?**

Section 427 requires that each institution applying for funds to include in its application a description of the steps the applicant proposes to take to ensure, for students, teachers, and other beneficiaries with special needs, equitable access to and participation in its Federally-assisted program.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### **How Might an Applicant Satisfy the Requirement of This Provision?**

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

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

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

#### **Estimated Burden Statement \***

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, DC 20202-4651.

\* This burden statement applies only to GEPA section and not to the application.