

The Challenge Newsletter Grant Competition

CFDA #84.184P

Information and Application Procedures for Fiscal Year 2005

OMB No. 1890-0009 Expiration Date: 06/30/2005

Application Deadline: May 20, 2005



Frequently Asked Questions
Page 26

U.S. Department of Education

Office of Safe and Drug-Free Schools



UNITED STATES DEPARTMENT OF EDUCATION

Office of Safe and Drug-Free Schools

Dear Colleague:

Thank you for your interest in applying for funding under *The Challenge* Newsletter Grant Competition.

The Office of Safe and Drug-Free Schools (OSDFS) will fund one award for the development and dissemination of *The Challenge* newsletter to provide information about effective strategies to prevent drug use and violent behavior among youth. This grant award establishes a collaborative relationship between the grantee and OSDFS to provide a communication link on current and future program directions, research-based activities, best practices, and other information related to effective prevention strategies.

This competition supports the Department of Education's Strategic Plan, Goal 3 to Develop Safe Schools and Strong Character by establishing safe, disciplined, and drug-free educational environments that foster the development of good character and citizenship. *The Challenge* newsletter provides critical information and resources to assist schools in creating safe and healthy environments for the nation's students.

We look forward to receiving your application under this grant competition.

Sincerely,

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

Deborah A. Price
Assistant Deputy Secretary

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I. APPLICATION GUIDANCE

This application package contains instructions and forms for preparing and submitting your application. Your application must comply with each requirement and be transmitted on or before the deadline date.

ELIGIBILITY

This competition limits eligibility to public and private entities and individuals.

AUTHORITY

This grant competition is authorized under Title IV, Section 4121 of the No Child Left Behind Act of 2001.

OFFICIAL DOCUMENTS NOTICE

The official document governing this competition is the Closing Date Notice published in the Federal Register on April 20, 2005. This notice also is available electronically at the following Web sites: www.ed.gov/legislation/FedRegister and www.gpoaccess.gov/nara.

RESOURCES

Any questions related to the requirements of this grant competition should be directed to Richard Lucey, Jr. of the Office of Safe and Drug-Free Schools (OSDFS) at 202/205-5471. The OSDFS Web site is located at www.ed.gov/OSDFS. To view *The Challenge* newsletter Web site, go to www.thechallenge.org.

GRANT AWARDS AND PROJECT PERIOD

The project period for this grant is 60 months (five budget periods of 12 months each). We intend the project and budget periods for the project funded under this grant competition to be June 20, 2005 - June 19, 2010. However, the award may be made as late as September 30, 2005. The project will be funded for one year with an option of up to four additional years, contingent upon substantial progress by the grantee, availability of funds, and if continuation of the project is in the best interest of the federal government.

Applicants must submit ED Form 524 and a detailed budget narrative for each of the five years in order to be eligible for funding each year. No funds will be awarded for those years for which a budget request and narrative is not provided. One new award will be made, and the project will be funded for approximately \$300,000 per year depending on the scope of work. This figure is only an estimate and does not bind the Department of Education to a specific amount.

TRAVEL BUDGET

Applicants must budget for the project director to attend a two-day meeting of discretionary grant project directors sponsored by OSDFS in Washington, DC, in the initial year of the grant. Applicants also must budget for the project director and up to one additional staff member to attend the three-day OSDFS National Conference held in Washington, DC, each year. For more information about this year's National Conference, visit www.osdfsnationalconference.org.

E-MAIL ADDRESSES

As part of our review of your application, we may need to contact you with questions for clarification. We also will make peer reviewers' comments available to you online. Please be sure your application contains valid e-mail addresses for the project director and authorized representative or another party designated to answer questions in the event the project director and authorized representative are unavailable.

HUMAN SUBJECTS RESEARCH

Please see the instructions for ED Form 424 (Application for Federal Education Assistance), paragraphs 13 and 13a, in the Appendices section of this application package. A project funded under this grant program may be subject to protection of human subjects requirements. If you have any questions about your responsibilities under these requirements, please contact ED's protection of human subjects coordinator at 202/245-6153.

THE U.S. DEPARTMENT OF EDUCATION'S (ED) EXPECTATIONS

By submitting an application for this program, applicants agree to fully cooperate with any evaluation efforts conducted by ED. At a minimum, the grantee is expected to:

1. maintain records on how their program is operating;
2. maintain records on the extent to which their program objectives are being met;
3. include specific performance measures in their evaluation plan; and
4. make ongoing project information, findings, and products available to ensure the dissemination of knowledge gained from this effort during the grant period.

ESTIMATED PUBLIC REPORTING BURDEN

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 1890-0009, Expiration Date: 06/30/2005. The time required to complete this information collection is estimated to average 32 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 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: U.S. Department of Education, Office of Safe and Drug-Free Schools, 400 Maryland Avenue, SW, Washington, DC 20202-6450.

II. THE GOVERNMENT PERFORMANCE AND RESULTS ACT (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.

As required by GPRA, ED has prepared a strategic plan for 2002-2007. This plan reflects ED's priorities and integrates them with its mission and program authorities, and describes how ED will work to improve education for all children and adults in the United States. ED'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 and access to postsecondary and adult education; and

Goal 6: Establish management excellence.

We have identified the following key GPRA performance measure for assessing the effectiveness of this program: *The Challenge* newsletter will receive an overall rating of satisfactory or better from at least 80 percent of subscribers surveyed by the grantee in any given year of the grant. The grantee is expected to collect data on this performance measure, and report that data to ED in its annual performance reports and final performance report.

III. TIPS FOR APPLICANTS

A. Before You Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you including:
 - ✓ Frequently Asked Questions in this application package
 - ✓ How to apply for a grant on our Web site at www.ed.gov/offices/OSDFS
- Ask questions of the program contact if you do not understand how to proceed. Technical assistance will be provided about what is and is not allowable under this program.

B. Preparing Your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so ED staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

C. Submitting Your Application

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-Application, follow the instructions on the e-Application Web site.

D. What Happens Next?

- In approximately two weeks (depending on the volume of applications) you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number. Please refer to this number if you need to contact us about your application.
- OSDFS staff screens each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of expert reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.
- A Grant Award Notification will be sent to the successful applicant. Unsuccessful applicants will receive a notification letter. All applicants will receive information via e-mail on how to get access to peer reviewers' comments. Please be sure your application contains valid e-mail addresses.

IV. APPLICATION INFORMATION AND SELECTION CRITERIA

Background

The U.S. Department of Education's (ED) Office of Safe and Drug-Free Schools (OSDFS) administers, coordinates, and recommends policy for improving quality and excellence of programs and activities. The Office also:

- Provides financial assistance for drug abuse and violence prevention activities and activities that promote the health and well being of students in elementary and secondary schools, and institutions of higher education.
- Participates in the formulation and development of ED program policy and legislative proposals and in overall Administration policies related to violence and drug abuse prevention; drafting program regulations.
- Participates in interagency committees, groups, and partnerships related to drug abuse and violence prevention, coordinating with other federal agencies on issues related to comprehensive school health, and advising the Secretary on the formulation of comprehensive school health education policy.
- Participates with other federal agencies in the development of a national research agenda for drug abuse and violence prevention.
- Administers ED's programs relating to citizenship and civics education.
- Provides national leadership on issues and programs in correctional education.

The Challenge is a publication of OSDFS and a principal vehicle by which OSDFS communicates with the field, and provides information on research-based activities, best practices, and other information related to effective drug abuse and violence prevention strategies. Key recipients of the newsletter include state and local education agencies, OSDFS discretionary grantees, prevention specialists, and public and private organizations involved with safe and drug-free schools programs.

Although research exists on alcohol and other drug abuse and violence prevention strategies that have positive results, too often this research is unknown to school personnel and does not get translated into practice. Information is needed about programs that have proven to be effective or promising. *The Challenge* provides classroom teachers, senior administrators, prevention practitioners, and other professionals with information about effective or promising substance abuse and violence prevention programs and strategies, interviews with experts in the prevention field, examples of ideas and resources, and other timely information covering a broad range of topics related to safe and healthy learning environments. Currently, approximately 55,000 individuals subscribe to *The Challenge*, which is available at no charge.

Past issues of *The Challenge* featured articles on the sustainability of prevention programs,

physical fitness and education, crisis planning in school, character education, evidence-based education, underage drinking, bullying prevention, marijuana prevention, and the OSDFS discretionary grant application process and tips. While applicants are expected to address these types of topics in their applications, the list is by no means comprehensive. Applicants are encouraged to offer suggestions on ways to communicate with the field on a broad range of key issues, including information on classroom practices, assessments, and appropriate research-based strategies.

Applicants must document the ability to start this project within 60 days after receiving federal funding. Applicants that are unable to demonstrate their readiness are unlikely to score well in this grant competition. This grant will be awarded as a cooperative agreement and the Office of Safe and Drug-Free Schools anticipates having substantial involvement with the grantee during the performance of the funded project. Our substantial involvement includes selection of topics; intensive collaboration and input on each issue of *The Challenge*; review and approval of each issue of *The Challenge* prior to publication; and direction of work to highlight OSDFS's program priorities in *The Challenge*.

Funding Priority

Under 34 CFR 75.105(c)(3), we consider only applications that meet this absolute priority. The U.S. Department of Education funds only one application that meets this priority.

Absolute Priority

- Design, write, publish, and disseminate *The Challenge*, a newsletter for educators, prevention specialists, and other professionals in fields related to drug abuse and violence prevention and education. The *Challenge* newsletter communicates information on current and future program directions, research-based activities, and other information related to effective strategies to prevent drug use and violent behavior among youth.
- Create or maintain and expand a subscriber database for the U.S. Department of Education (ED).
- Post each issue of *The Challenge* newsletter to a Web site for public access.

Selection Criteria

The following selection criteria will be used to evaluate applications. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The maximum number of possible points for all selection criteria is 100. **Note:** *The criteria contain weighted subcriteria. Applicants must address each subcriterion to qualify for the maximum number of points for each criterion.*

- 1) Quality of the Project Design - 35 points
- 2) Adequacy of Resources – 15 points
- 3) Quality of the Management Plan - 30 points
- 4) Quality of the Project Evaluation - 20 points

1. Quality of the Project Design (35 points)

- A. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (15 points)
- B. The extent to which the proposed development efforts include adequate quality controls and, as appropriate, repeated testing of products. (10 points)
- C. The extent to which the proposed project represents an exceptional approach to the priority or priorities established for this competition. (5 points)
- D. The extent to which performance feedback and continuous improvement are integral to the design of the proposed project. (5 points)

Note: Reviewers will consider the appropriateness of the proposed project design for meeting subscribers' needs, and methods by which the applicant plans to continually assess subscribers' needs regarding the content and design of *The Challenge*. Reviewers also will assess a single copy of one written publication and accompanying narrative that is representative of the applicant's capability and creativity to serve as the grantee for *The Challenge*.

2. Adequacy of Resources (15 points)

- A. The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization. (15 points)

3. Quality of the Management Plan (30 points)

- A. 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. (15 points)
- B. 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. (5 points)
- C. How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate. (10 points)

4. Quality of the Project Evaluation (20 points)

- A. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (10 points)
- B. 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. (10 points)

V. APPLICATION CONTENTS

Preparing the Application

A completed application for assistance under this competition consists of two parts: a detailed narrative description of the proposed project and budget, and all forms and assurances that must be submitted in order to receive a grant.

A panel of non-federal readers with experience in school-based prevention programs or other youth development specialty will review each eligible application submitted by the deadline. The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Be sure you provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

Organizing the Application

Applicants that submit an application should adhere to the following formatting guidelines:

- Submit your application on 8 ½” by 11” paper with a 1-inch margin on all sides.
- Use consistent font no smaller than 12-point type throughout your document. You may use boldface type, underlining, and italics; however, do not use colored text.
- For the project narrative, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document, beginning with the Abstract.

Applicants should organize the information in their application in the following order.

1. Application for Federal Education Assistance (ED Form 424): This is the title page of your application. Be sure that Item 4 identifies the CFDA Number for this grant competition: 84.184P. Under Item 13, indicate whether proposed activities include human subjects research, and if so, whether any or all of the proposed activities are exempt. For additional guidance, visit www.ed.gov/policy/fund/guid/humansub/overview.html or call ED’s protection of human subjects coordinator at 202/245-6153.

2. Table of Contents: Include a Table of Contents with page references.

3. Abstract: Include a concise, one-page, double-spaced abstract following the Table of Contents. This is a key element and should include a brief narrative describing: (1) a brief summary of the project goals and objectives and (2) the intended outcomes of the project. Clearly mark this page with the applicant’s name as shown in Item 1 of ED Form 424.

4. Project Narrative: This section should be no more than 25 double-spaced typewritten pages. The narrative must contain evidence that the applicant meets the absolute priority, and should

contain and follow in sequence the information requested for each selection criterion. Applicants should review Section IV for a discussion of the selection criteria and the chief considerations for this specific competition. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative.

5. Budget Information Form (ED Form 524): Use the form provided in Section IX of this application package to prepare a budget for the funded project period. **Note:** A budget must be submitted for each year in which funds are requested (up to 5 years). Failure to supply a budget and narrative for each year of the project will result in no funding for those years.

6. Budget Narrative: Include a detailed budget narrative that supports and explains the information provided in ED Form 524. Use the same budget categories as those on ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the proposed project goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the program, reasonable for the scope and complexity of the program, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail to easily understand how costs were determined and if the budget is commensurate with the scope of the project. Applicants must submit separate detailed budgets for each year as shown on the Budget Information Form.

For this grant competition, public and private entities may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Be sure to include evidence of a federally negotiated indirect cost rate. Individuals who apply for any grant competition through ED are not allowed to budget for an indirect cost rate. If you budget for contractual services, please note that indirect costs may be applied only to the first \$25,000 of each subcontract, regardless of the period covered by the subcontract.

7. Sample Publication: Applicants may submit a single copy of one written publication that is representative of its capability and creativity to serve as the grantee for *The Challenge*.

8. Appendices: Appendices should be limited only to what reviewers need to understand or clarify the proposal, or to provide supporting documentation such as personnel qualifications. Be sure to include copies of appendices with each copy of the application. Do not include timelines or other management charts as appendices, as they should be included in the narrative.

9. Assurances and Certifications: Standard Form 424B, ED Form, 80-0013, and ED Form 80-0014 must be signed with the original signature of the person authorized to sign for the institution, and must be included in the application package. **Note:** If 1(b) of Form 80-0013 applies because of lobbying activities related to a previous grant, or are anticipated to occur with this project if it is funded, you must submit Standard Form LLL. If your organization does not engage in lobbying, please submit Standard Form LLL and indicate as “Not Applicable.”

General Education Provisions Act (GEPA) Section 427

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

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

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

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

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

Examples

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

1. An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
2. An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape 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 tends 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 Public Reporting Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the GEPA 427 is OMB No. 1890-0007. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data sources, 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 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: U.S. Department of Education, Office of Safe and Drug-Free Schools, 400 Maryland Avenue, SW, Washington, DC 20202-6450.

VI. APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

Applications for grants under this grant competition may be submitted electronically or in paper format by mail or hand delivery. The application deadline date for this grant competition is May 20, 2005.

A. Electronic Submission of Applications

If you choose to submit your application to us electronically, you must use e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at <http://e-grants.ed.gov>.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- Your participation in e-Application is voluntary.
- You must complete the electronic submission of your grant application by 4:30 p.m. (Eastern Time) on the application deadline date. The e-Application system will not accept an application for this competition after 4:30 p.m. (Eastern Time) on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.
- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Eastern Time). Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays (Eastern Time), for maintenance. Any modifications to these hours are posted on the e-Grants Web site.
- You will not receive additional points because you submit your application in electronic format, nor will we penalize you if you submit your 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.
- Any narrative sections of your application should be attached as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format.
- Your electronic application must comply with any page limit requirements described in this section.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.
- After you electronically submit your application, you will receive an automatic acknowledgement that 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 ED 424 to the Application Control Center after following these steps:
 1. Print ED 424 from e-Application.
 2. The applicant'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 202/245-6272.
- We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of e-Application System Unavailability: If you are prevented from electronically 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 electronic 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. (Eastern Time), on the application deadline date; or
- (b) The e-Application system is unavailable for any period of time between 3:30 p.m. and 4:30 p.m. (Eastern 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) Richard Lucey, Jr. by e-mail (richard.lucey@ed.gov) or telephone (202/205-5471) or (2) the e-Grants help desk at 888/336-8930. If the system is down and therefore the application deadline is extended, an e-mail message will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of the Department's e-Application system. If the e-Application system is available, and, for any reason, you are unable to submit your application electronically or you do not receive an automatic acknowledgement of your submission, you may submit your application in paper format by mail or hand delivery in accordance with the instructions in this section.

B. Submission of Paper Applications by Mail

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the 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 84.184P
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 84.184P
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.

C. Submission of Paper Applications by Hand Delivery

If you submit your application in paper format by hand delivery, you (or a courier service) must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.184P
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. (Eastern 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 4 of ED Form 424, the CFDA number, and 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 acknowledgement to you. If you do not receive the grant application receipt acknowledgement 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.

You may access the electronic grant application for *The Challenge* Newsletter Grant Competition at: <http://e-grants.ed.gov>.

VII. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by state and local governments for coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the state's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should immediately contact the Single Point of Contact for each of those states and follow the procedure established in each state under the Executive Order. The name and address of each State Single Point of Contact is listed below. *Note: A copy of the applicant's letter to the State Single Point of Contact must be included with the application.*

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 received by July 19, 2005, at the following address: The Secretary, EO 12372—CFDA #84.184P, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on July 19, 2005. Please do not send applications to this address.

States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a State Single Point of Contact. If you are located within one of these states, you are exempt from this requirement.

State Single Points of Contact

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 West 7th Street, Room 412
Little Rock, AR 72203
Phone: 501/682-1074
Fax: 501/682-5206
E-mail: tracy.copeland@dfa.state.ar.us

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, CA 95812-3044
Phone: 916/445-0613
Fax: 916/323-3018
E-mail: state.clearinghouse@opr.ca.gov

DELAWARE

Sandra R. Stump
Executive Department
Office of the Budget
540 South Dupont Highway, 3rd Floor
Dover, DE 19901
Phone: 302/739-3323
Fax: 302/739-5661
E-mail: sandy.stump@state.de.us

DISTRICT OF COLUMBIA

Marlene Jefferson
DC Government Office of Partnerships and
Grants Development
414 4th Street, NW
Washington, DC 20001
Phone: 202/727-6518
Fax: 202/727-1652
E-mail: marlene.jefferson@dc.gov

FLORIDA

Lauren P. Milligan
Florida State Clearinghouse
Department of Environmental Protection
3900 Commonwealth Boulevard
Mall Station 47
Tallahassee, FL 32399-3000
Phone: 850/245-2161
Fax: 850/245-2190
E-mail: lauren.milligan@dep.state.fl.us

GEORGIA

Georgia State Clearinghouse
270 Washington Street, SW
Atlanta, GA 30334
Phone: 404/656-3855
Fax: 404/656-7901
E-mail: gach@mail.opb.state.ga.us

ILLINOIS

Roukaya McCaffrey
Department of Commerce and
Economic Opportunities
620 East Adams, 6th Floor
Springfield, IL 62701
Phone: 217/524-0188
Fax: 217/558-0473
E-mail: roukata.mccaffrey@illinoisbiz.biz

IOWA

Kathy Mable
Iowa Department of Management
State Capitol Building, Room G12
1007 East Grand Avenue
Des Moines, IA 50319
Phone: 515/281-8834
Fax: 515/242-5897
E-mail: kathy.mable@iowa.gov

KENTUCKY

Ron Cook
The Governor's Office for Local Development
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Phone: 502/573-2382 or 800/346-5606
Fax: 502/573-2512
E-mail: ron.cook@ky.gov

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, ME 04333
Phone: 207/287-3261 or 207/287-1461 (direct)
Fax: 207/287-6489
E-mail: joyce.benson@state.me.us

MARYLAND

Linda C. Janey, JD
Director, Capital Planning and
Development Review
Maryland Department of Planning
301 West Preston Street, Room 1104
Baltimore, MD 21201-2305
Phone: 410/767-4490
Fax: 410/767-4480
E-mail: linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, MI 48226
Phone: 313/961-4266
Fax: 313/961-4869
E-mail: pfaff@semcog.org

MISSISSIPPI

Mildred Tharpe
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, MS 39201
Phone: 601/359-6762
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MISSOURI

Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, MO 65102
Phone: 573/751-4834
Fax: 573/522-4395
E-mail: igr@mail.oa.state.mo.us

NEVADA

Michael Stafford
Department of Administration
State Clearinghouse
209 East Musser Street, Room 200
Carson City, NV 89701
Phone: 775/684-0209
Fax: 775/684-0260
E-mail: mstafford@budget.state.nv.us

NEW HAMPSHIRE

MaryAnn Manoogian
Director, New Hampshire Office of
Energy and Planning
Attn: Intergovernmental Review Process
57 Regional Drive
Concord, NH 03301-8519
Phone: 603/271-2155
Fax: 603/271-2615
E-mail: irp@nh.gov

NEW YORK

Linda Shkrell
Office of Public Security
Homeland Security Grants Coordination
633 3rd Avenue
New York, NY 10017
Phone: 212/867-1289
Fax: 212/867-1725

NORTH DAKOTA

Jim Boyd
Department of Commerce
1600 East Century Avenue, Suite 102
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Bismarck, ND 58502-2057
Phone: 701/328-2676
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E-mail: jboyd@state.nd.us

RHODE ISLAND

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SOUTH CAROLINA

SC Clearinghouse
Budget and Control Board
Office of State Budget
1201 Main Street, Suite 950
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E-mail: clearinghouse@budget.state.sc.us

TEXAS

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Governor's Office of Budget and Planning
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UTAH

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Governor's Office of Planning and Budget
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WEST VIRGINIA

Fred Cutlip
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West Virginia Development Office
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Charleston, WV 25305
Phone: 304/558-4010
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E-mail: fcutlip@wvdo.org

WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street, 6th Floor
P.O. Box 7868
Madison, WI 53707
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AMERICAN SAMOA

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Office of Federal Programs/
Office of the Governor
Department of Commerce
American Samoa Government
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GUAM

Director
Bureau of Budget and Management Research
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NORTHERN MARIANA ISLANDS

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PUERTO RICO

Jose Caballero/Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-1119
Phone: 787/723-6190
Fax: 787/722-6783

VIRGIN ISLANDS

Ira Mills
Director, Office of Management and Budget
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Fax: 340/776-0069
E-mail: irmills@usvi.org

Note: This list is based on the most current information provided by the states. Changes to this list can be made only after OMB is notified by a state's officially designated representative. E-mail messages can be sent to ephillips@omb.eop.gov. If you prefer, you may send correspondence to the following postal address: Attn: Grants Management, Office of Management and Budget, New Executive Office Building, Suite 6025, 725 17th Street, NW, Washington, DC 20503. **Note:** Inquiries about obtaining a federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance (CFDA) (www.cfda.gov) and the Grants.gov Web site (www.grants.gov).

VIII. FREQUENTLY ASKED QUESTIONS

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

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you are uncertain about any aspects of this application package, contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority for this grant competition, it will not be considered for funding.
- A panel of three persons from the drug abuse and violence prevention fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not allowed to give you “the benefit of the doubt”; therefore, if it is not in your application, they cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification for each project year.
- Be sure to transmit your application according to Section VI (Application Submission Procedures) of this application package.

What is the goal of this grant competition?

- The goal of this grant competition is to provide a communication link on current and future program directions, research-based activities, best practices, and other information related to effective prevention strategies between OSDFS and educators and prevention practitioners. This grant, to be awarded as a cooperative agreement, establishes a collaborative relationship between the grantee and OSDFS.

Who is eligible to apply?

- This grant competition is open to public and private entities and individuals.

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

- May 20, 2005.

May I get an extension of the deadline date?

- Waivers for individual applications failing to meet the deadline will not be granted, regardless of the circumstances. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Department announces such a change in a notice published in the Federal Register.

What are the project and budget periods for these grants?

- 60 months. Projects will be funded for one year with an option for four additional years, contingent upon substantial progress by the grantee, availability of funds, and if continuation of the project is in the best interest of the federal government.

How many new awards will be made?

- One new award will be made.

What is the average amount of the grant?

- The project will be funded for approximately \$300,000 per year depending on the scope of work. This figure is only an estimate and does not bind the Department to a specific amount.

Is there a matching requirement?

- No.

May indirect costs be charged to this grant?

- Yes. Public and private entities may charge indirect costs using the rate negotiated with your cognizant federal agency (e.g., Department of Education, Department of Health and Human Services, Department of the Interior). Individuals who apply for any grant competition through the Department of Education are not allowed to budget for an indirect cost rate.

If you claim indirect costs in the budget for your proposed project and do not have a negotiated rate with the federal government, a provisional rate of 8 percent will be applied. You have 90 days from the time you transmit your application to submit the necessary paperwork to the Department to receive a negotiated indirect cost rate. Failure to acquire a negotiated rate will result in withdrawal of the provisional rate. For more information about indirect cost rates, please visit www.ed.gov/about/offices/list/ocfo/intro.html.

How does the Freedom of Information Act affect my application?

- The Freedom of Information Act (FOIA) was enacted in 1966 and provides that any person has the right to request access to federal agency records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in

the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit www.usdoj.gov/04foia/foiastat.htm.

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

- Richard Lucey, Jr., Education Program Specialist, U.S. Department of Education, 400 Maryland Avenue, SW – Room 3E335, Washington, DC 20202-6450, Phone: 202/205-5471, Fax: 202/260-7767, E-mail: richard.lucey@ed.gov.

IX. APPENDICES AND FORMS

- Application for Federal Education Assistance (ED Form 424)
- Budget Information – Non-Construction Programs (ED Form 524)
- Assurances - Non-Construction Programs (Standard Form 424B)
- Certification Regarding Lobbying (ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form – LLL)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions (ED Form 80-0014)
- Survey on Ensuring Equal Opportunity for Applicants (private nonprofit organizations only)
- Authorizing Legislation – No Child Left Behind Act of 2001 (Title IV – Section 4121)
- Important Notice to Prospective Participants (ED Form 5348)
- Grant Application Receipt Acknowledgement; Grant and Contract Funding Information; D-U-N-S Number Instructions
- Application Package Preparation Checklist

