

U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
WASHINGTON, D.C. 20202-2800

FY 2012 APPLICATION FOR NEW GRANTS

UNDER THE

**TRAINING AND TECHNICAL ASSISTANCE FOR
CENTERS FOR INDEPENDENT LIVING PROGRAM**

CFDA NUMBER: 84.132B



**FORM APPROVED
OMB No. 1820-0018 EXP. DATE**

DATED MATERIAL—OPEN IMMEDIATELY

CLOSING DATE: May 21, 2012

TABLE OF CONTENTS

Subject	Section
Dear Applicant Letter.....	A
Notice Inviting Applications for New Awards	B
Notice of Final Priority	C
Selection Criteria	D
Program Statute	E
Program Regulations.....	F
General Information on Completing an Application	G
• E-Application Submission Procedures and Tips for Applicants	
• Application Transmittal Instructions for Mail and Hand Delivery	
• Common Questions and Answers	
• RSA Contacts	
• Applicant Checklist	
Forms and Instructions for an Application for Federal Assistance.....	H
Part I : Application for Federal Assistance (SF-424) and instructions	
Part II : Budget Information (ED 524) and instructions	
Part III : Program Narrative and instructions	
Part IV : Assurances, Certifications, Disclosures	
• Assurances Non-Construction Program (SF-424B)	
• Certification Regarding Lobbying (Grants.gov Lobbying Form)	
• Disclosure of Lobbying Activities (SF-LLL) and instructions	
Other Important Information and Notices	I
• Instructions for Executive Order 12372 (Intergovernmental Review of Federal Programs)	
• New Provision in the Department of Education's General Education Provisions Act (GEPA)	
• Government Performance and Results Act (GPRA)	
• Survey on Ensuring Equal Opportunity for Applicants and instructions	
• Instructions for Reimbursement of Indirect Costs	
• D-U-N-S Number Instructions	

SECTION A
DEAR APPLICANT LETTER

Dear Applicant:

The Secretary invites new applications under the Training and Technical Assistance for the Centers for Independent Living (CIL) program of the Rehabilitation Services Administration (RSA). This program was authorized under Title VII, Chapter 1, Part C, section 721(e)(1)(B) of the Rehabilitation Act Amendments of 1992, P.L. 102-569.

PROGRAM PURPOSE AND ELIGIBILITY

Approximately \$1,444,165.00 is available for one award to an eligible entity to support a national project to address two absolute priorities: (1) a CILs Training and Technical Assistance Center (CILs T&TA Center) to improve the performance of CILs by providing training and technical assistance to the CILs on the programmatic and financial aspects of their operations, including information on effective practices and proven solutions to common problems; and (2) a Statewide Independent Living Councils (SILCs) Training and Technical Assistance Center (SILCs T&TA Center) to improve the performance of SILCs through greater access to timely and relevant training and technical assistance regarding SILC duties and operation.

Awarding of this grant is based upon the availability of Title VII Part C funding. The funded project will be expected to provide coordinated and comprehensive training and technical assistance to centers for independent living (CILs), agencies eligible to become CILs, and Statewide Independent Living Councils (SILCs) with respect to planning, developing, conducting, administering, and evaluating CILs.

The purpose of the CIL program is to maximize independence, productivity, empowerment, and leadership of individuals with disabilities and integrate these individuals into the mainstream of society. CILs are consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies that are designed and operated within a local community by individuals with disabilities and provide an array of independent living services to individuals with significant disabilities, including the core services of information and referral, independent living skills training, peer counseling, and individual and systems advocacy.

Each state also has established a SILC that jointly develops and signs the State Plan for Independent Living with the designated state unit; monitors, reviews, and evaluates the implementation of the state plan; and coordinates activities with the State Rehabilitation Council and other organizations related to issues that affect individuals with disabilities. A majority of a SILC's members are individuals with disabilities. Other members include CIL representatives and state agency representatives, as well as other appropriate individuals.

We take this action to improve the efficiency, quality of evaluation, and outcomes for individuals with significant disabilities as a result of the delivery of independent living services by the CILs and to improve the performance of SILCs.

The Secretary expects to fund one national project that will serve CILs and SILCs in all states, address regional and state differences, and use innovative and cost-effective approaches in providing technical assistance and training, such as satellite training, video-taped presentations, and interactive computer-based training. In addition, the funded entity will be expected to provide training and technical assistance to help states plan, implement, and evaluate consumer-directed and community-based services for successful community-integration of persons with disabilities whenever possible. The funded entity will also be expected to address resource development techniques, independent living philosophy, statewide independent living council development, governing board development, forming effective collaborative relationships, innovative techniques for providing independent living services, and program evaluation.

To be eligible to apply for funds under this program, an entity must demonstrate in its application that it has experience in the operation of centers for independent living. Experience of an applicant in the operation of centers for independent living is determined by whether or not the applicant and staff have engaged in the planning, development, conduct, administration, and evaluation of centers for independent living.

PERFORMANCE MEASURES

Under the Government Performance and Results Act of 1993 (GPRA), the Department evaluates the overall effectiveness of the project funded under this competition in meeting the goal of this program which are to provide training and technical assistance with respect to planning, developing, conducting, administering, and evaluating CILs to the following entities authorized under Title VII of the Rehabilitation Act: Eligible agencies (i.e., consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agencies), CILs, and SILCs.

In annual performance reports, the grantee is required to provide specific information on the number of training activities they completed during the reporting period, the topics of each training program provided during that period, the number and types of participants served (i.e., CILs, SILCs, or eligible agencies), and summary data from participant evaluations.

APPLICATION PROCEDURES

The instructions and forms for preparing an application can be found in Section H of this package, the Notice Inviting Applications can be found in Section B of this package, and the Notice of Final Priority can be found in Section C of this package. Please review these materials carefully. Your application must comply with each requirement and be received by the Department by the application deadline date specified on the front cover of this application package.

Please note that you must follow the Application Procedures as described in the Federal Register notice announcing this grant competition. Applications for grants under this competition must be submitted electronically using www.Grants.gov apply site, unless

you obtain an exception. Please read carefully the document that we have included in Section G of this package, which includes helpful tips about submitting electronically using e-Application.

In order to receive an exception to the electronic submission requirement, you must explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Mary Williams, U.S. Department of Education, 400 Maryland Avenue, SW., Potomac Center Plaza, Room 5144, Washington, DC 20202-2800. Please submit your request no later than two weeks before the application deadline date. If you are granted an exception, your paper application must be submitted in accordance with the mail or hand delivery instructions in the Federal Register notice announcing this grant competition.

In addition, the Department also requires the applicant to provide the following: Assurances--Non-Construction programs, a Certification Regarding Lobbying (Grants.gov Lobbying Form), and a Disclosure of Lobbying Activities. These forms can be found in Section H of this package. Requirements for Intergovernmental Review of your application can be found in Section I of this application package.

Regulations for this program are contained in 34 CFR 366.10-366.15 and can be found in Section F of this package. The Secretary will evaluate each application under this program by using the selection criteria in 34 CFR 366.15 (Section D of this package).

Grants funded under this program are also subject to the requirements of the Education Department General Administrative Regulations (EDGAR), which set forth all general rules affecting application submittal, review, grant award, and post-award administration for Department of Education grant programs. These regulations were published in the Federal Register at 34 CFR Parts 74, 75, 77, 79, 80, 81, 82, 84, 85, and 86.

Thank you for your interest in the Centers for Independent Living program--Training and Technical Assistance. If additional information is needed, contact Mary Williams at 202-245-7586.

Sincerely,

/s/

Sue Rankin-White
Director
State Monitoring and
Program Improvement Division

SECTION B
NOTICE INVITING APPLICATIONS
FOR NEW AWARDS

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Centers for Independent Living--
Training and Technical Assistance

AGENCY: Office of Special Education and Rehabilitative
Services, Department of Education

ACTION: Notice.

Overview Information:

Centers for Independent Living--Training and Technical
Assistance

Notice inviting applications for new awards for fiscal year (FY)
2012.

Catalog of Federal Domestic Assistance (CFDA) Number 84.132B

Dates:

Applications Available: April 4, 2012.

Deadline for Transmittal of Applications: May 21, 2012.

Deadline for Intergovernmental Review: July 18, 2012.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program:

The purpose of the Training and Technical Assistance grant under the Centers for Independent Living program is to provide training and technical assistance to eligible agencies, centers for independent living (CILs), and Statewide Independent Living

Councils (SILCs) with respect to planning, developing, conducting, administering, and evaluating CILs.

A CIL is a consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency that is designed and operated within a local community by individuals with disabilities and that provides an array of independent living services. An eligible agency is a consumer-controlled, community-based, cross-disability, nonresidential, private nonprofit agency.

The purpose of independent living services is to maximize leadership, empowerment, independence, and productivity of individuals with significant disabilities, and to integrate these individuals into the mainstream of American society.

Each State establishes a SILC that jointly develops and signs the State Plan for Independent Living with the Designated State Unit and monitors, reviews, and evaluates the implementation of the State plan. A majority of a SILC's members are individuals with disabilities, and other members include CIL representatives and State agency representatives, as well as other appropriate individuals.

Priorities:

This competition contains two absolute priorities. These priorities are from the notice of final priorities for this

program, published in the Federal Register on June 22, 2007 (72 FR 34450).

Background:

The Department is inviting applications for one grant to provide training and technical assistance to CILs and SILCs. This is a change from how we conducted the last competition for this grant. In 2007, we awarded separate grants to train CILs and SILCs. In response to the FY 2007 notice of proposed priorities published in the Federal Register on March 6, 2007 (72 FR 9936), the majority of the commenters expressed their preference for awarding a single training and technical assistance grant for both CILs and SILCs. These commenters stated that training CILs and SILCs together would allow them to understand each other's activities, needs, and issues and would promote effective communication and collaboration between CILs and SILCs, thus enabling them to better achieve their common goals. While CILs and SILCs have discrete statutorily-based responsibilities, commenters recognized that CILs and SILCs share the common fundamental objective to improve independent living for persons with significant disabilities.

While acknowledging the validity of the concerns expressed regarding separate grants, the Department determined in 2007 that the benefits of two grants outweighed the potential costs.

The Department believed that two grants would permit grantees to focus training and technical assistance on the specific needs of CILs and SILCs separately to ensure that the unique activities and responsibilities of the CILs and SILCs were addressed.

However, based on the Department's experience with the separate grants awarded in 2007, we have determined that there is no distinct advantage in administering separate grants to train and provide technical assistance to CILs and SILCs separately. The Department has determined that it can realize the benefits of using one grantee to provide the unique training and technical assistance required by CILs and SILCs and also eliminate the unnecessary duplication of costs that came with funding two grants. Therefore, the Department is returning to its practice prior to 2007 and consolidating training and technical assistance into a single grant for CILs and SILCs.

In addition to furthering program objectives, this decision maximizes the funds available for the direct provision of training and technical assistance to CILs and SILCs.

Although the number of CILs has increased as a result of funds made available under the American Recovery and Reinvestment Act of 2009, the funds appropriated for the CIL program, including the funds available for training and technical assistance for CILs and SILCs, have decreased in both FY 2011 and FY 2012. By providing training and technical

assistance to CILs and SILCs through a single grant, the Department will also increase the efficiency of the training and technical assistance by reducing administrative costs.

Absolute Priorities: For FY 2012 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are absolute priorities. Under 34 CFR 75.105(c) (3) we consider only applications that meet both of these priorities.

These priorities are:

Priority 1--Centers for Independent Living (CILs) Training and Technical Assistance Center.

This priority supports a CILs Training and Technical Assistance Center (CILs T&TA Center) to improve the performance of CILs by providing training and technical assistance to the CILs on the programmatic and financial aspects of their operations, including information on effective practices and proven solutions to common problems. CILs are distributed across the Nation and vary in size, stage of development, service area characteristics, and urgency of need for training and technical assistance. Therefore, the training and technical assistance provided by the CILs T&TA Center must be sensitive to this diversity and must encompass a broad range of topics.

The CILs T&TA Center must make available to all CILs a broad array of resources, training, and technical assistance.

In addition, the CILs T&TA Center must address the specific needs of CILs by providing those CILs that require it with intensive, individualized, on-site training and technical assistance that meets their needs. In this regard, the CILs T&TA Center must be prepared to respond promptly to the Department's identification of particular training and technical assistance needs in general and those of particular CILs.

In coordination with the Department, the CILs T&TA Center must--

(a) Develop and provide training and technical assistance, based on the CILs' annual performance report survey and other available data, on topics related to the provision and expansion of independent living (IL) services (primarily the IL core services), fiscal and management practices, compliance with CIL standards and assurances, increased program efficiency, rigorous evaluations, and improved outcomes as measured by long-term goals and indicators;

(b) Develop and implement a plan to ensure that training and technical assistance efforts will reach all federally funded CILs and other eligible agencies;

(c) Refer CILs and eligible agencies to non-IL specific training and technical assistance available through government or non-government resources;

(d) Utilize a broad range of available, accessible technologies and methodologies to provide training and technical assistance to CILs and eligible agencies in the most effective and cost efficient manner;

(e) Provide focused, intensive, and rapid training and technical assistance to CILs identified by the Department as needing, or to CILs requesting, such assistance;

(f) Identify and develop accessible training and technical assistance materials and disseminate these materials to CILs and eligible agencies; and

(g) Coordinate and collaborate with other training and technical assistance projects funded by the Department to ensure that training and technical assistance activities are complementary and non-duplicative and that dissemination activities are effective and efficient. At a minimum, the CILs T&TA Center must coordinate with any SILC Training and Technical Assistance Center funded under the Statewide Independent Living Councils (SILCs) Training and Technical Assistance Center priority.

Priority 2--Statewide Independent Living Councils (SILCs) Training and Technical Assistance Center.

This priority supports a SILCs Training and Technical Assistance Center (SILCs T&TA Center) to improve the performance

of SILCs through greater access to timely and relevant training and technical assistance regarding SILC duties and operation.

In coordination with the Department, the SILCs T&TA Center must--

(a) Develop and provide training and technical assistance, based on the SILCs' annual performance report survey and other available data, on topics directly related to SILC legal responsibilities, including SILC organization and operation and the development of the State Plan for Independent Living;

(b) Develop and implement a plan to provide to all SILCs the training and technical assistance identified in paragraph (a) of this priority;

(c) Refer SILCs to non-IL specific training and technical assistance available through government or non-government resources;

(d) Utilize a broad range of available, accessible technologies and methodologies to provide training and technical assistance to SILCs in the most effective and cost efficient manner;

(e) Identify and develop accessible training and technical assistance materials and disseminate these materials to the SILCs;

(f) Provide training and technical assistance to SILCs to enhance SILC partnerships with State vocational rehabilitation

agencies, CILs, and other organizations, with a focus on sharing successful operational experiences of other SILCs; and

(g) Coordinate and collaborate with other training and technical assistance projects funded by the Department to ensure that training and technical assistance activities are complementary and non-duplicative and dissemination activities are effective and efficient. At a minimum, the SILCs T&TA Center must coordinate with any CILs Training and Technical Assistance Center funded under the Centers for Independent Living (CILs) Training and Technical Assistance Center priority.

Program Authority: 29 U.S.C. 796f.

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. (b) The regulations for this program in 34 CFR part 366. (c) The notice of final priorities published in the Federal Register on June 22, 2007 (72 FR 34450).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Cooperative agreement.

Estimated Available Funds: \$1,444,165

Maximum Award: We will reject any application that proposes a budget exceeding a total of \$1,444,165 for both Priority 1 and Priority 2 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services 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: Entities that have experience in the operation of centers for independent living.

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

IV. Application and Submission Information

1. Address to Request Application Package: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:

www.EDPubs.gov or at its e-mail address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this competition as follows: CFDA number 84.132B.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the person or team listed under Accessible Format in section VIII of this notice.

2. Content and Form of Application Submission:

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

3. Submission Dates and Times:

Applications Available: April 4, 2012.

Deadline for Transmittal of Applications: July 18, 2012.

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements in this notice.

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

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 105 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This competition 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 competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR

registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:

www.grants.gov/applicants/get_registered.jsp.

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

a. Electronic Submission of Applications.

Applications for grants under the Centers for Independent Living--Training and Technical Assistance, CFDA number 84.132B must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission

requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for Centers for Independent Living--Training and Technical Assistance at www.Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.132, not 84.132B).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We

do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic

submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your

application a PR/Award number (an ED-specified identifying number unique to your application).

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

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your

application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement:

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

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

and

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

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

Address and mail or fax your statement to: Mary Williams, U.S. Department of Education, 400 Maryland Avenue, SW., room 5144, PCP, Washington, DC 20202-2800. FAX: (202)245-7590.

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

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.132B)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

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

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

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

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.132B)
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 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the

application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are in 34 CFR 366.15 and are listed in the application package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d) (3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of

unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

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

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

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section 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: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under

the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

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

4. Performance Measures: The Government Performance and Results Act of 1993 (GPRA) directs Federal departments and agencies to improve the effectiveness of their programs by engaging in strategic planning, setting outcome-related goals for programs, and measuring program results against those goals.

The goal of this grant is to provide training and technical assistance with respect to planning, developing, conducting, administering, and evaluating CILs to the following eligible entities authorized under title VII of the Rehabilitation Act of 1973, as amended: Eligible agencies, CILs, and SILCs.

In annual performance reports, grantees are required to provide specific information on the number of training activities, the topics of each training program, the number and

types of participants served (i.e., CILs, SILCs, or eligible agencies), and summary data from participant evaluations.

5. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact:

Mary Williams, U.S. Department of Education, 400 Maryland Avenue, SW., room 5144, PCP, Washington, DC 20202-2800.

Telephone: (202)245-7586 or by e-mail: mary.williams@ed.gov.

If you use a TDD or a TTY, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the Grants and Contracts Services Team, U.S. Department of Education, 400 Maryland Avenue, SW., room 5075, PCP, Washington, DC 20202-2550. Telephone: (202) 245-7363. If you use a TDD or a TTY, call the FRS, toll free, at 1-800-877-8339.

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You may also access documents of the Department published in the Federal Register by using the article search feature at: www.federalregister.gov.

Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

/s/

Alexa Posny,
Assistant Secretary for
Special Education and

SECTION C
NOTICE OF FINAL PRIORITY

4000-01-P

DEPARTMENT OF EDUCATION

Centers for Independent Living Program--Training and Technical Assistance

AGENCY: Office of Special Education and Rehabilitative Services, Department of Education.

ACTION: Notice of final priorities.

SUMMARY: The Assistant Secretary for the Office of Special Education and Rehabilitative Services (OSERS) announces two priorities under the Centers for Independent Living (CIL) Program--Training and Technical Assistance. The Assistant Secretary may use one or more of these priorities for competitions in fiscal year (FY) 2007 and in later years. We take this action to improve the CIL program efficiency, quality of evaluation methods for CIL program activities, and outcomes for individuals with significant disabilities who receive independent living services from CILs and to improve the performance of Statewide Independent Living Councils (SILCs).

EFFECTIVE DATE: These priorities are effective July 23, 2007.

FOR FURTHER INFORMATION CONTACT:

Sean Barrett, U.S. Department of Education, 400 Maryland Avenue, SW., room 5042, Potomac Center Plaza, Washington, DC 20202.

Telephone: 202) 245-7604 or via Internet: sean.barrett@ed.gov.

If you use a telecommunications device for the deaf (TDD), you may call the TDD number at (866) 889-6737.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed under FOR FURTHER INFORMATION CONTACT.

SUPPLEMENTARY INFORMATION: We published a notice of proposed priorities (NPP) for this competition in the Federal Register on March 6, 2007 (72 FR 9936). The NPP included a background statement that described our rationale for each priority proposed in that notice. Except for minor editorial revisions, there are no differences between the NPP and this notice of final priorities.

Analysis of Comments and Changes

In response to our invitation in the NPP, 23 parties submitted comments on the proposed priorities. An analysis of the comments and our responses follows.

Generally, we do not address technical and other minor changes and suggested changes the law does not authorize us to make under the applicable statutory authority.

Comment: Sixteen commenters opposed the Department's proposal to establish two separate priorities and award separate training and technical assistance grants for CILs and SILCs, while two commenters supported the Department's proposal. Those

commenters opposed to separate grants for CILs and SILCs expressed many of the same concerns.

A majority of these commenters noted that CILs and SILCs have similar goals and require similar knowledge if they are to work together to achieve those goals. They opined that a training program in which CILs and SILCs are trained together allows the CILs and SILCs to understand the activities, needs, and issues of one another and that establishing two separate priorities and awarding separate grants would be a barrier to effective communication and collaboration between CILs and SILCs.

Several commenters regarded the awarding of separate grants to CILs and SILCs as inefficient because of duplicative administrative structures. One of these commenters was specifically concerned that there may not be enough funding for comprehensive training to SILCs, given that there are many fewer SILCs to be trained than CILs.

A few commenters suggested that the intent of the 1992 technical amendments to the Rehabilitation Act of 1973, as amended (the Act) that authorized SILCs, in addition to CILs, to receive training and technical assistance was that the training and technical assistance be shared with the CILs. These commenters expressed concern that separate grants would increase the likelihood of CILs and SILCs receiving conflicting information.

Discussion: While CILs and SILCs share a common goal of improving independent living outcomes for persons with significant disabilities, their statutorily established activities and responsibilities (reflected in sections 705 and 725 of the Act) are fundamentally different. The establishment of separate priorities and the awarding of separate grants will permit grantees to focus training and technical assistance on the specific needs of CILs and SILCs to ensure that the unique activities and responsibilities of the CILs and SILCs are addressed. Rather than create a barrier to collaboration between CILs and SILCs, we believe the establishment of separate priorities and the awarding of separate grants will produce CILs and SILCs that are well-trained on their respective responsibilities and that are better able to communicate and collaborate with their independent living counterparts in the State.

Although one grantee may be providing training and technical assistance to CILs and another grantee may be providing training and technical assistance to SILCs, the CILs and SILCs will learn about each other in the course of the training and technical assistance they receive. We recognize that, although CILs and SILCs occupy different roles in a State's independent living program, CILs and SILCs must understand each other, interact closely, and work well together

to improve the delivery of independent living services to individuals with significant disabilities in their State. For this reason, the priorities established in this notice of final priorities require grantees to collaborate and coordinate with each other, and other training and technical assistance projects, in order to ensure that CILs and SILCs receive accurate and consistent information about themselves and each other.

The 1992 technical amendments to the Act authorized the SILCs to receive training and technical assistance and clearly indicated the intent of Congress that the Department fund a project to provide such training and technical assistance. However, the amendments did not require that training and technical assistance be provided by a single grantee that also provides training and technical assistance to CILs. The Act provides the Department with the discretion to determine how the training and technical assistance will be provided.

We recognize the potential duplication of administrative costs that may result from funding two grantees under separate priorities. However, we believe that focusing resources on meeting the unique needs of CILs and SILCs creates benefits that outweigh the potential duplication of administrative costs. While we recognize that there are fewer SILCs than CILs, we anticipate that sufficient funding will be available for a

grantee serving SILCs to accomplish its training and technical assistance goals and objectives for the SILCs. Finally, we note that a single entity can apply for both grants with separate applications, potentially reducing post-award duplicative administrative costs.

Changes: None.

Comment: Five commenters addressed the content requirements of the training and technical assistance that the grantees will provide. Four of these commenters suggested that the two priorities should require training and technical assistance on specific issues, including transition, veterans' needs, disaster recovery, CIL Board member selection and training, outreach, succession planning, risk assessment, liability, and insurance coverage. The fifth commenter asked for clarification as to whether applicants were precluded from addressing youth transition issues under the priorities because the NPP noted that the Department currently funds a training and technical assistance grant that focuses on the issue of service delivery to young people with disabilities as they transition from school to living independently.

Discussion: CILs and SILCs around the country have different training and technical assistance needs depending upon a variety of factors, including, but not limited to, whether the CIL is located in an urban or rural area, the experience and

background of CIL board members or SILC members, and whether the CIL is well-established or relatively new. We expect grantees to identify, and to propose training content that addresses issues that are specific to the needs of individual CILs or SILCs as well as those common to a number of CILs or SILCs. Requiring grantees under these priorities to address certain content areas could limit the ability of the grantees to address other issues or emerging training and technical assistance needs. We prefer to provide applicants with the flexibility to propose the content of the specific training and technical assistance they intend to provide and to describe how they determined the content areas and the need for training and technical assistance in those areas. The application review process will evaluate the merits of the proposed content of the training and technical assistance.

Regarding the commenter's request for clarification, the NPP noted that the Department currently funds a training and technical assistance grant focusing on youths in transition and stated that the two priorities proposed for CILs and SILCs would be for general, comprehensive training and technical assistance. That said, an applicant for a grant under one of the two priorities established in this notice is not precluded from including transitioning youths as a content area in its proposed training and technical assistance. Any applicant that identifies

training and technical assistance on youths in transition as a need and proposes such training must show, as required by each priority, how it will coordinate and collaborate with the other Department-funded training and technical assistance projects, including the one that focuses on transition, in order to ensure that training and technical assistance activities are complementary and non-duplicative and that dissemination activities are effective and efficient.

Changes: None.

Comment: Three commenters stated a concern that grantees will not be able to provide training and technical assistance to CILs and SILCs within a wide geographic range, including rural areas.

Discussion: Both priorities established in this notice require grantees to develop and implement a plan to provide training and technical assistance to all federally funded CILs and all SILCs. These requirements are sufficient to ensure that the grantees under these priorities provide training and technical assistance to CILs and SILCs within a wide geographic range, including rural areas. The application review process will evaluate the merits of the applications in this regard.

Changes: None.

Comment: One commenter recommended requiring grantees to collaborate with a number of resources, including State

associations of CILs, State agencies that administer funding to CILs, and the National Council on Independent Living.

Discussion: The priorities establish minimum requirements for collaboration by the grantees. Under each priority, an applicant could propose to collaborate with additional entities, including State associations of CILs, State agencies that administer funding to CILs, or the National Council on Independent Living. Applicants have the flexibility to propose additional partners with which they plan to collaborate under the priorities. The application review process will evaluate the merits of any additional proposed collaborative partners.

Changes: None.

Comment: Three commenters recommended adding a requirement that the application review panel and applicants be ``consumer-controlled'', i.e., have a majority of individuals with disabilities in decision-making positions.

Discussion: The CIL program regulations in 34 CFR 366.10 state that, in order to be eligible to receive funding to provide training and technical assistance, entities must have experience in the operation of centers. Nothing in the Act or the program regulations gives the Department the discretion to limit eligibility to only those applicants who are consumer-controlled entities.

The program regulations in 34 CFR 366.12(b) also state that the peer review of grant applications by panels must include persons who are not Federal government employees and who have experience in the operation of centers. Nothing in the Act or the program regulations gives the Department the discretion to limit peer review panels to only individuals with disabilities. We make every effort to ensure that the application review panels include highly qualified individuals with disabilities from diverse backgrounds who have the content expertise required.

Finally, we note that the selection criteria used by the application review panel to evaluate applications for training and technical assistance awards includes, in 34 CFR 366.15(d)(v), an examination of the extent to which the applicant encourages applications for employment from persons who are members of groups that have been traditionally under-represented, including persons with disabilities.

Changes: None.

Comment: One commenter recommended requiring grantees under these priorities to utilize a peer-to-peer training model.

Discussion: There are many possible training models that a grantee can use, including a peer-to-peer model. We prefer to provide applicants with the flexibility to propose the training models that the training and technical assistance project will

employ. The application review process will evaluate the merits of the training models that applicants propose.

Changes: None.

Comment: One commenter expressed concern over the large number of entities to be served by the grants.

Discussion: We anticipate that the five-year grant period and projected funding levels for the grants will be sufficient to ensure that the needs of the CILs and SILCs served by the training and technical assistance providers will be addressed.

Changes: None.

Comment: One commenter recommended that the grantees subcontract with CILs and SILCs to provide the training and technical assistance.

Discussion: Consistent with applicable regulations, grantees have the authority to enter into subcontracts, and applicants can propose to subcontract with CILs or SILCs. If an applicant chooses to enter into subcontracts, we prefer to provide applicants with the discretion to choose the subcontractors. The application review process will evaluate the merits of any proposed subcontracts.

Changes: None.

Comment: One commenter opposed the establishment of both priorities because the commenter claimed that the current train-the-trainer-model has been ineffective and, as a result, the

needs of individuals with significant disabilities are not being met.

Discussion: The Department does not believe that the training provided to CILs and SILCs has been ineffective. The Department is legally required to set aside funding from the CIL program to provide training and technical assistance to CILs, eligible agencies, and SILCs. Moreover, there is a continuing need for training and technical assistance to CILs due to the formation of new CILs, the expansion or change of existing CILs, and personnel changes in the CILs. Likewise, there is a continuing need for training and technical assistance for

SILCs due to the varied backgrounds of the SILC members, the turnover of SILC membership, and the rotational appointment of SILC members. Further, because CILs deliver services directly to individuals with significant disabilities and because SILCs provide a forum for all independent living stakeholders in the State to set policy for the State's independent living program, it is important to provide timely and targeted training to each type of entity. The goal of training both the CILs and the SILCs is to enable them to carry out their respective functions and, ultimately, to better prepare them to meet the needs of individuals with significant disabilities and improve outcomes for those individuals who receive independent living services.

Changes: None.

Note: This notice does not solicit applications. In any year in which we choose to use one or more of these priorities, we invite applications through a notice in the Federal Register. When inviting applications we designate each priority as absolute, competitive preference, or invitational. The effect of each type of priority follows:

Absolute priority: Under an absolute priority we consider only applications that meet the priority (34 CFR 75.105(c)(3)).

Competitive preference priority: Under a competitive preference priority we give competitive preference to an application by either (1) awarding additional points, depending on how well or the extent to which the application meets the competitive preference priority (34 CFR 75.105(c)(2)(i)); or (2) selecting an application that meets the competitive preference priority over an application of comparable merit that does not meet the priority (34 CFR 75.105(c)(2)(ii)).

Invitational priority: Under an invitational priority we are particularly interested in applications that meet the invitational priority. However, we do not give an application that meets the invitational priority a competitive or absolute preference over other applications (34 CFR 75.105(c)(1)).

Priorities

Priority 1--Centers for Independent Living (CILs) Training and Technical Assistance Center

This priority supports a CILs Training and Technical Assistance Center (CILs T&TA Center) to improve the performance of CILs by providing training and technical assistance to the CILs on the programmatic and financial aspects of their operations, including information on effective practices and proven solutions to common problems. CILs are distributed across the Nation and vary in size, stage of development, service area characteristics, and urgency of need for training and technical assistance. Therefore, the training and technical assistance provided by the CILs T&TA Center must be sensitive to this diversity and must encompass a broad range of topics.

The CILs T&TA Center must make available to all CILs a broad array of resources, training, and technical assistance. In addition, the CILs T&TA Center must address the specific needs of CILs by providing those CILs that require it with intensive, individualized, on-site training and technical assistance that meets their needs. In this regard, the CILs T&TA Center must be prepared to respond promptly to the Department's identification of particular training and technical assistance needs in general and those of particular CILs.

In coordination with the Department, the CILs T&TA Center must--

(a) Develop and provide training and technical assistance, based on the CILs' annual performance report survey and other

available data, on topics related to the provision and expansion of independent living (IL) services (primarily the IL core services), fiscal and management practices, compliance with CIL standards and assurances, increased program efficiency, rigorous evaluation, and improved outcomes as measured by long-term goals and indicators;

(b) Develop and implement a plan to ensure that training and technical assistance efforts will reach all federally funded CILs and other eligible agencies;

(c) Refer CILs and eligible agencies to non-IL specific training and technical assistance available through government or non-government resources;

(d) Utilize a broad range of available, accessible technologies and methodologies to provide training and technical assistance to CILs and eligible agencies in the most effective and cost efficient manner;

(e) Provide focused, intensive and rapid training and technical assistance to CILs identified by the Department as needing, or to CILs requesting, such assistance;

(f) Identify and develop accessible training and technical assistance materials and disseminate these materials to CILs and eligible agencies; and

(g) Coordinate and collaborate with other training and technical assistance projects funded by the Department to ensure

that training and technical assistance activities are complementary and non-duplicative and that dissemination activities are effective and efficient. At a minimum, the CILs T&TA Center must coordinate with any SILC Training and Technical Assistance Center funded under the Statewide Independent Living Councils (SILCs) Training and Technical Assistance Center priority.

Priority 2--Statewide Independent Living Councils (SILCs) Training and Technical Assistance Center

This priority supports a SILCs Training and Technical Assistance Center (SILCs T&TA Center) to improve the performance of SILCs through greater access to timely and relevant training and technical assistance regarding SILC duties and operation.

In coordination with the Department, the SILCs T&TA Center must--

(a) Develop and provide training and technical assistance, based on the SILCs' annual performance report survey and other available data, on topics directly related to SILC legal responsibilities, including SILC organization and operation and the development of the SPIL;

(b) Develop and implement a plan to provide to all SILCs the training and technical assistance identified in paragraph (a) of this priority;

(c) Refer SILCs to non-IL specific training and technical assistance available through government or non-government resources;

(d) Utilize a broad range of available, accessible technologies and methodologies to provide training and technical assistance to SILCs in the most effective and cost efficient manner;

(e) Identify and develop accessible training and technical assistance materials and disseminate these materials to the SILCs;

(f) Provide training and technical assistance to SILCs to enhance SILC partnerships with State vocational rehabilitation agencies, CILs, and other organizations, with a focus on sharing successful operational experiences of other SILCs;

(g) Coordinate and collaborate with other training and technical assistance projects funded by the Department to ensure that training and technical assistance activities are complementary and non-duplicative and dissemination activities are effective and efficient. At a minimum, the SILCs T&TA Center must coordinate with any CILs Training and Technical Assistance Center funded under the Centers for Independent Living (CILs) Training and Technical Assistance Center priority.

Executive Order 12866

This notice of final priorities has been reviewed in accordance with Executive Order 12866. Under the terms of the order, we have assessed the potential costs and benefits of this regulatory action.

The potential costs associated with the notice of final priorities are those resulting from statutory requirements and those we have determined are necessary for administering this program effectively and efficiently.

In assessing the potential costs and benefits--both quantitative and qualitative--of this notice of final priorities, we have determined that the benefits of the final priorities justify the costs.

We have also determined that this regulatory action does not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

Summary of Potential Costs and Benefits

Because the Department is proposing two priorities that may be used in two separate competitions, rather than in a single competition, the potential for increased application costs exists for an applicant that chooses to apply for both grants under both priorities. However, both priorities share the same overall objective--improved performance in the CIL program--and applications under both priorities would likely include common

elements. This overlap may minimize any increased costs associated with using the two priorities in separate competitions.

Moreover, for an applicant that chooses to apply for only one grant, the two-priority approach would have the potential of reducing the application costs for that applicant. The Department believes that the potential benefits to the CIL program from a more focused, specialized approach to training and technical assistance for CILs and SILCs would outweigh any possible increase in associated application costs.

Intergovernmental Review

This program is subject to 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.

This document provides early notification of our specific plans and actions for this program.

Applicable Program Regulations: 34 CFR 366.

Electronic Access to This Document

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text or Adobe Portable Document Format (PDF) on the Internet at the following site: <http://www.ed.gov/news/fedregister>.

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(Catalog of Federal Domestic Assistance Number 84.132B, Independent Living Program--Training and Technical Assistance Center).

Program Authority: 29 U.S.C. 796f(b).

Dated: June 19, 2007.

John H. Hager,
Assistant Secretary for
Special Education and
Rehabilitative Services.

[FR Doc. E7-12115 Filed 6-21-07; 8:45 am]

4000-01-P

SECTION D

SELECTION CRITERIA

SELECTION CRITERIA

34 CFR 366.15

§366.15: What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate applications for new awards for training and technical assistance:

(a) Meeting the purposes of the program (30 points).

The Secretary reviews each application to determine how well the project will be able to meet the purpose of the program of providing training and technical assistance to eligible agencies, centers, and SILCs with respect to planning, developing, conducting, administering, and evaluating centers, including consideration of--

- (1) The objectives of the project; and
- (2) How the objectives further training and technical assistance with respect to planning, developing, conducting, administering, and evaluating centers.

(b) Extent of need for the project (20 points).

The Secretary reviews each application to determine the extent to which the project meets specific needs recognized in Title VII of the Act, including consideration of--

- (1) The needs addressed by the project;
- (2) How the applicant identified those needs;
- (3) How those needs will be met by the project; and
- (4) The benefits to be gained by meeting those needs.

(c) Plan of operation (15 points).

The Secretary reviews each application for information that shows the quality of the plan of operation for the project, including--

- (1) The quality of the design of the project;
- (2) The extent to which the plan of management ensures proper and efficient administration of the project;
- (3) How well the objectives of the project relate to the purpose of the program;
- (4) The quality of the applicant's plan to use its resources and personnel to achieve each objective; and
- (5) How the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age, or disability.

(d) Quality of key personnel

(7 points).

- (1) The Secretary reviews each application for information that shows the qualifications of the key personnel the applicant plans to use on the project, including--
- (i) The qualifications of the project director, if one is to be used;
 - (ii) The qualifications of each of the other management and decision-making personnel to be used in the project;
 - (iii) The time that each person referred to in paragraphs (d)(1)(i) and (ii) of this section will commit to the project;
 - (iv) How the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or disability; and
 - (v) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally under-represented, including members of racial or ethnic minority groups, women, persons with disabilities, and elderly individuals.
- (2) To determine personnel qualifications under paragraphs (d)(1)(i) and (ii) of this section, the Secretary considers--
- (i) Experience and training in fields related to the objectives of the project; and
 - (ii) Any other qualifications that pertain to the objectives of the project.

(e) Budget and cost effectiveness

(5 points).

The Secretary reviews each application for information that shows the extent to which--

- (1) The budget is adequate to support the project; and
- (2) Costs are reasonable in relation to the objectives of the project.

(f) Evaluation plan

(5 points).

The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation--

- (1) Are appropriate to the project;
- (2) Will determine how successful the project is in meeting its goals and objectives; and
- (3) Are objective and produce data that are quantifiable.
- (4) Cross-reference: See 34 CFR 75.590.

(g) Adequacy of resources (3 points).

The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.

(h) Extent of prior experience

(15 points).

The Secretary reviews each application to determine the extent of experience the applicant has in the operation of centers and with providing training and technical assistance to centers, including--

- (1) Training and technical assistance with planning, developing, and administering centers;
- (2) The scope of training and technical assistance provided, including methods used to conduct training and technical assistance for centers;
- (3) Knowledge of techniques and approaches for evaluating centers; and
- (4) The capacity for providing training and technical assistance as demonstrated by previous experience in these areas.

(Approved by the Office of Management and Budget under control number 1820-0018)

(Authority: 29 U.S.C. 711(c) and 796f(b))

SECTION E
PROGRAM STATUTE

THE REHABILITATION ACT OF 1973, AS AMENDED
TITLE VII—INDEPENDENT LIVING SERVICES AND
CENTERS FOR INDEPENDENT LIVING

Chapter 1—Individuals with Significant Disabilities

Part C—Centers for Independent Living

SEC. 721. (B) TRAINING

(1) Grants; contracts; other arrangements

For any fiscal year in which the funds appropriated to carry out this part exceed the funds appropriated to carry out this part for fiscal year 1993, the Commissioner shall first reserve from such excess, to provide training and technical assistance to eligible agencies, centers for independent living, and Statewide Independent Living Councils for such fiscal year, not less than 1.8 percent, and not more than 2 percent, of the funds appropriated to carry out this part for the fiscal year involved.

(2) Allocation

From the funds reserved under paragraph (1), the Commissioner shall make grants to, and enter into contracts and other arrangements with, entities that have experience in the operation of centers for independent living to provide such training and technical assistance with respect to planning, developing, conducting, administering, and evaluating centers for independent living.

(3) Funding priorities

The Commissioner shall conduct a survey of Statewide Independent Living Councils and centers for independent living regarding training and technical assistance needs in order to determine funding priorities for such grants, contracts, and other arrangements.

(4) Review

To be eligible to receive a grant or enter into a contract or other arrangement under this subsection, such an entity shall submit an application to the Commissioner at such time, in such manner, and containing a proposal to provide such training and technical assistance, and containing such additional information as the Commissioner may require. The Commissioner shall provide for peer review of grant applications by panels that include persons who are not government employees and who have experience in the operation of centers for independent living.

(5) Prohibition on combined funds

No funds reserved by the Commissioner under this subsection may be combined with funds appropriated under any other Act or part of this Act if the purpose of combining funds is to make a single discretionary grant or a single discretionary payment, unless such funds appropriated under this chapter are separately identified in such grant or payment and are used for the purposes of this chapter.

SECTION F
PROGRAM REGULATIONS
34 CFR 366.10-366.15

FEDERAL REGULATIONS—34 CFR 366.10-366.15

SUBPART B--TRAINING AND TECHNICAL ASSISTANCE

§366.10 What agencies are eligible for assistance to provide training and technical assistance?

Entities that have experience in the operation of centers are eligible to apply for grants to provide training and technical assistance under section 721(b) of the Act to eligible agencies, centers, and Statewide Independent Living Councils (SILCs).

(Authority: 29 U.S.C. 796f(b)(1))

§366.11 What financial assistance does the Secretary provide for training and technical assistance?

(a) From funds, if any, reserved under section 721(b)(1) of the Act to carry out the purposes of this subpart, the Secretary makes grants to, and enters into contracts, cooperative agreements, and other arrangements with, entities that have experience in the operation of centers.

(b) An entity receiving assistance in accordance with paragraph (a) of this section shall provide training and technical assistance to eligible agencies, centers, and SILCs to plan, develop, conduct, administer, and evaluate centers.

(Authority: 29 U.S.C. 796f(b)(1)-(3))

§366.12 How does the Secretary make an award?

(a) To be eligible to receive a grant or enter into a contract or other arrangement under section 721(b) of the Act and this subpart, an applicant shall submit an application to the Secretary containing a proposal to provide training and technical assistance to eligible agencies, centers, and SILCs and any additional information at the time and in the manner that the Secretary may require.

(b) The Secretary provides for peer review of grant applications by panels that include persons who are not Federal government employees and who have experience in the operation of centers.

(Approved by the Office of Management and Budget under control number 1820-0018.)

(Authority: 29 U.S.C. 711(c) and 796f(b))

§366.13 How does the Secretary determine funding priorities?

In making awards under this section, the Secretary determines funding priorities in accordance with the training and technical assistance needs identified by the survey of SILCs and centers required by section 721(b)(3) of the Act.

(Authority: 29 U.S.C. 796f(b)(3))

§366.14 How does the Secretary evaluate an application?

- (a) The Secretary evaluates each application for a grant under this subpart on the basis of the criteria in §366.15.
 - (b) The Secretary awards up to 100 points for these criteria.
 - (c) The maximum possible score for each criterion is indicated in parentheses.
- (Authority: 29 U.S.C. 796f(b)(3))

§366.15 What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate applications for new awards for training and technical assistance:

(a) Meeting the purposes of the program (30 points).

The Secretary reviews each application to determine how well the project will be able to meet the purpose of the program of providing training and technical assistance to eligible agencies, centers, and SILCs with respect to planning, developing, conducting, administering, and evaluating centers, including consideration of--

- (1) The objectives of the project; and
- (2) How the objectives further training and technical assistance with respect to planning, developing, conducting, administering, and evaluating centers.

(b) Extent of need for the project (20 points).

The Secretary reviews each application to determine the extent to which the project meets specific needs recognized in Title VII of the Act, including consideration of--

- (1) The needs addressed by the project;
- (2) How the applicant identified those needs;
- (3) How those needs will be met by the project; and
- (4) The benefits to be gained by meeting those needs.

(c) Plan of operation (15 points).

- (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project, including--
- (2) The quality of the design of the project;
- (3) The extent to which the plan of management ensures proper and efficient administration of the project;
- (4) How well the objectives of the project relate to the purpose of the program;
- (5) The quality of the applicant's plan to use its resources and personnel to achieve each objective; and

- (6) How the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age, or disability.

(d) Quality of key personnel

(7 points).

- (1) The Secretary reviews each application for information that shows the qualifications of the key personnel the applicant plans to use on the project, including--
- (i.) The qualifications of the project director, if one is to be used;
 - (ii.) The qualifications of each of the other management and decision-making personnel to be used in the project;
 - (iii.) The time that each person referred to in paragraphs (d)(1)(i) and (ii) of this section will commit to the project;
 - (iv.) How the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or disability; and
 - (v.) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally under-represented, including members of racial or ethnic minority groups, women, persons with disabilities, and elderly individuals.
- (2) To determine personnel qualifications under paragraphs (d)(1)(i) and (ii) of this section, the Secretary considers--
- (i.) Experience and training in fields related to the objectives of the project; and
 - (ii.) Any other qualifications that pertain to the objectives of the project.

(e) Budget and cost effectiveness

(5 points).

The Secretary reviews each application for information that shows the extent to which--

- (1) The budget is adequate to support the project; and
- (2) Costs are reasonable in relation to the objectives of the project.

(f) Evaluation plan

(5 points).

The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation--

- (1) Are appropriate to the project;
- (2) Will determine how successful the project is in meeting its goals and objectives; and
- (3) Are objective and produce data that are quantifiable.
- (4) Cross-reference: See 34 CFR 75.590.

(g) Adequacy of resources

(3 points).

The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.

(h) Extent of prior experience

(15 points).

The Secretary reviews each application to determine the extent of experience the applicant has in the operation of centers and with providing training and technical assistance to centers, including--

- (1) Training and technical assistance with planning, developing, and administering centers;
- (2) The scope of training and technical assistance provided, including methods used to conduct training and technical assistance for centers;
- (3) Knowledge of techniques and approaches for evaluating centers; and
- (4) The capacity for providing training and technical assistance as demonstrated by previous experience in these areas.

(Approved by the Office of Management and Budget under control number 1820-0018)

(Authority: 29 U.S.C. 711(c) and 796f(b))

SECTION G
GENERAL INFORMATION ON
COMPLETING AN APPLICATION

IMPORTANT—PLEASE READ FIRST
U.S. Department of Education

GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION—ADOBE FORMS AND PDF FILES REQUIRED

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files—Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1) REGISTER EARLY

Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) SUBMIT EARLY

We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

3) **VERIFY SUBMISSION IS OK**

You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

http://www.grants.gov/applicants/applicant_faqs.jsp#54.

For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at

<http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>.

If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

SUBMISSION PROBLEMS—WHAT SHOULD YOU DO?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or

<http://www.grants.gov/contactus/contactus.jsp>,

or access the Grants.gov Self-Service web portal at:

<https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the

Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

HELPFUL HINTS WHEN WORKING WITH GRANTS.GOV

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to:

<http://www.grants.gov/contactus/contactus.jsp>

for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov:

http://www.grants.gov/applicants/submit_application_faqs.jsp.

DIAL-UP INTERNET CONNECTIONS

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. **(See the Federal Register notice for detailed instructions.)**

MAC USERS

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link:

http://www.grants.gov/help/download_software.jsp.

If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

ATTACHING FILES—ADDITIONAL TIPS

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources:
http://www.grants.gov/applicants/app_help_reso.jsp
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

2/2012

APPLICATION TRANSMITTAL INSTRUCTIONS FOR MAIL AND HAND DELIVERY

SUBMISSION OF PAPER APPLICATIONS BY MAIL:

If you qualify for an exception to the electronic submission requirement, and 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 application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 132B)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

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

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

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:

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

If your application is postmarked after the application deadline date, we will **not** consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

SUBMISSION OF PAPER APPLICATIONS BY HAND DELIVERY:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 132B)
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 4:30:00 p.m., Washington, D.C. time, except Saturdays, Sundays, and Federal holidays.

NOTE FOR MAIL OR HAND DELIVERY OF PAPER APPLICATIONS:

If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

COMMON QUESTIONS AND ANSWERS

Potential applicants frequently direct questions to officials of the Rehabilitation Services Administration (RSA) regarding application notices and programmatic and administrative regulations governing various direct grant programs. To assist potential applicants, RSA has assembled the following most commonly raised questions.

Q. Can we get an extension of the deadline?

A. No. A closing date may be changed only under extraordinary circumstances. Any change must be announced in the *Federal Register* and apply to all applicants. Waivers for individual applications **cannot** be granted, regardless of the circumstances.

Q. If I qualify for an exception to the requirement to submit my application electronically and therefore submit in paper format, how many copies of the application should I submit?

A. You are required to submit an original and two copies of your application.

Q. How can I be sure that my application is assigned to the correct competition?

A. Applicants should clearly indicate in Block 11 of the face page of their application (Standard Form 424) the CFDA number and alpha suffix (e.g., 84.132B) and the title of the program or priority in which the application should be considered. If this information is not provided, your application may inadvertently be assigned and reviewed under a different competition from the one you intended.

Q. What happens to my application after it is received in the Department?

A. The Department's Application Control Center receives each application, assigns each an identifying number (PR/Award number), confirms receipt of applications, and sends the applications to the appropriate program office, which screens them for eligibility. The program conducts a peer review of all eligible applications sent to a program competition, ranks them, and recommends the highest ranked applications for funding, with exceptions as provided by law. The responsible official for the applicable program reviews the program office's recommendations, checks the adequacy of the documentation supporting the recommendations, and approves a final list, or slate, of recommended projects and funding amounts.

Q. What happens to my application if the Department finds it to be ineligible?

A. The Department returns an application that does not meet the eligibility criteria for the particular program. A letter from the Department explaining why it is not being reviewed in the competition accompanies the application.

Q. How do the invitational, competitive, and absolute priorities differ?

Invitational Priority

The Secretary may simply invite applicants to meet a priority. However, an application that addresses invitational priorities receives no competitive or absolute preference over applications that do not meet this priority.

Competitive Priority

If a program uses weighted selection criteria, the Secretary may award selection points to an application that meets the priority. These points are in addition to any points the application earns under the selection criteria. The notice states the maximum number of additional points that the Secretary may award to applications that meet the priority in a particularly effective way. Or the Secretary may simply select applications that meet the competitive priority over applications of comparable merit that do not meet the priority.

Absolute Priority

Under an absolute priority, the Secretary may select for funding only those applications that meet the priority.

Q. Where can I obtain copies of the *Federal Register*, program regulations, and federal statutes?

- A. The relevant Federal Register notices, program regulations, and federal statutes are included in this application package in Sections B, C, E, and F, respectively. In addition, 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. The Rehabilitation Act of 1973, as amended, can be accessed at: <http://www.rsa.ed.gov/display.cfm?pageid=279>.

Q. How does the Department review an application?

- A. Each application is assessed by knowledgeable individuals from outside and sometimes inside the Department who are asked for their judgments about the quality and significance of the proposed project. These reviewers use the selection criteria specified in the Notice Inviting Applications. These individuals represent a diversity of disciplines and institutional, regional, and cultural backgrounds. The advice of these experts is compiled by Departmental staff that comment on matters of fact or on significant issues that would otherwise be missing from the review. The results are then presented to the official responsible for the program who approves the recommendations for funding.

Q. What criteria do the reviewers use when scoring an application?

- A. Reviewers score each application using the selection criteria published in the Federal Register as part of the program regulations. The selection criteria for this competition can be found in Section D of this application package. Reviewers are instructed to use only the published criteria.

Q. How long should an application be?

A. The Department of Education is making a concerted effort to reduce the volume of paperwork associated with program applications. Consequently, the Secretary has limited the application to the following:

- (1) Application forms, budget, and other required forms;
- (2) A program narrative not to exceed 45 double-spaced pages in 12-point font (see Notice Inviting Applications in Section B of this application package for more specific instructions); and
- (3) Necessary appendices.

Your application should provide enough information to allow the review panel to evaluate the significance of the project against the criteria of the competition. Although reviewers are not required to consider information contained in appendices in their review, it may be helpful to include in the appendices such information as:

- (1) Staff qualifications. These should be brief. They should include the person's title and role in the proposed project and contain only information relevant to the proposed project. Qualification of consultants and advisory council members should be provided and be similarly brief. Individual vita should not exceed 2 pages.
- (2) Summary of results of previous evaluations of program effectiveness.

Your application will be rejected if you exceed the page limit or if you apply other standards and exceed the equivalent of the page limit.

Q. How should my application be organized?

A. The application should be organized to follow the sequence of the components in Section H of this application package. A table of contents and a one-page abstract summarizing the project should precede the program narrative. For the instructions addressing the program narrative, including explanations of each of the selection criteria, see Part III of Section H of this application package. The selection criteria should be addressed in the order in which they appear in the instructions for the application narrative.

Q. Is travel allowed under these projects?

A. Travel is an allowable cost. However, all requests for travel will be reviewed; the highest priority for travel will be given for travel directly related to the training or services being provided. As a general rule, travel is seldom approved for attending conferences, except for RSA sponsored conferences that project directors are requested to attend. Training for staff and governing board members will usually be approved for travel to training conducted by RSA Training and Technical Assistance grantees and to the annual training conference sponsored by the National Council on Independent Living.

Q. Is there a required matching of funds by the applicant?

A. There is no required match under this program.

Q. How do I provide an assurance?

A. Simply state in writing that you are meeting, and intend to continue to meet, a prescribed requirement.

Q. May an applicant obtain copies of successful, funded applications?

A. Yes. An applicant may request copies of successful, funded applications. However, budget information, vitae, and other personal information will not be included.

Q. If my application is successful, will I receive the full amount that I requested?

A. If staff determine, upon review of a successful application, that a cost in a particular budget category is not allowable, allocable, or reasonable, then staff may recommend a lower amount for the specific questioned cost than the applicant requested.

Q. If my application is successful, can I assume I will get the projected budget amounts in subsequent years?

A. Depending on the availability of funding, a successful applicant can expect at least the amount contained in the approved budget for each year of the project. By requesting detailed budget information in the initial application for the total project period, the need for formal non-competing continuation applications in the remaining project years is eliminated. An Annual Performance Report that is required will be used to assess compliance with program standards and to determine eligibility for continued funding.

Q. Is a recommended application guaranteed funding?

A. No. Funding is not final until a grant award notification has been signed by the appropriate authorized representative of the U.S. Department of Education and mailed to the applicant.

Q. Once my application has been reviewed by the review panel, can you tell me the outcome?

A. No. Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a State or local rehabilitation program, etc. Regardless of the reason, because final funding

decisions have not been made at that point, we cannot share information about the review with anyone.

Q. How long does it take the Department to complete the review process?

A. Most review processes take from four to six months.

RSA CONTACTS

Sue Rankin-White

Director
State Monitoring and
Program Improvement Division
Rehabilitation Services Administration
550 12th Street, SW, Room 5013
Washington, DC 20202-2800

Voice: 202-245-7312

Fax: 202-245-7593

e-mail: sue.rankin-white@ed.gov

Mary Williams

State Teams Coordinator
Project Officer
Rehabilitation Services Administration
550 12th Street, SW, Room 5144
Washington, DC 20202-2800

Voice: 202-245-7586

Fax: 202-245-7590

e-mail: mary.williams@ed.gov

APPLICANT CHECKLIST

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

- ___ Application for Federal Assistance (SF424)
- ___ Department of Education Supplemental Information for SF424
- ___ Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED524)
- ___ Abstract
- ___ Budget Narrative (Section C ED524)
- ___ Project Narrative
- Note: Have you addressed all Application Requirements including Selection Criteria and Priorities?
- ___ Narrative addressing GEPA Section 427
- ___ Assurances and Certifications
 - ___ Assurances for Non-Construction Programs (SF424B)
 - ___ Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
 - ___ Certification Regarding Lobbying (Grants.Gov Lobbying Form)
 - ___ Certification of Eligibility For Federal Assistance in Certain Programs (ED 80-0016) (if applicable)
 - ___ Survey on Ensuring Equal Opportunity for Applicants (if applicable for this program; refer to instructions)

SECTION H
FORMS AND INSTRUCTIONS
FOR AN APPLICATION FOR
FEDERAL ASSISTANCE

SECTION H, PART I: APPLICATION FOR FEDERAL ASSISTANCE (SF-424) AND INSTRUCTIONS FOR THE SF-424

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424	
*1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application: * If Revision, select appropriate letter(s): <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify): _____
* 3. Date Received: _____ <small>Completed by Grants.gov upon submission</small>	4. Applicant Identifier: _____
5a. Federal Entity Identifier: _____	*5b. Federal Award Identifier: _____
State Use Only:	
6. Date Received by State: _____	7. State Application Identifier: _____
8. APPLICANT INFORMATION:	
*a. Legal Name: _____	
*b. Employer/Taxpayer Identification Number (EIN/TIN): _____	*c. Organizational DUNS: _____
d. Address:	
*Street 1: _____ Street 2: _____	_____
*City: _____ County/Parish: _____	_____
*State: _____ Province: _____	_____
*Country: _____ *Zip / Postal Code: _____	_____
e. Organizational Unit:	
Department Name: _____	Division Name: _____

Application for Federal Assistance SF-424

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____ *First Name: _____
Middle Name: _____
*Last Name: _____
Suffix: _____

Title: _____

Organizational Affiliation: _____

*Telephone Number: _____ Fax Number: _____

*Email: _____

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type: _____

Type of Applicant 3: Select Applicant Type: _____

*Other (Specify) _____

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

***12 Funding Opportunity Number:**

*Title:

Application for Federal Assistance SF-424

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

16. Congressional Districts Of:

*a. Applicant:

*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date:

*b. End Date:

18. Estimated Funding (\$):

*a. Federal	
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	

Application for Federal Assistance SF-424

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

- Yes No

If "Yes", provide explanation and attach.

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____

*First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title: _____

*Telephone Number: _____

Fax Number: _____

* Email: _____

*Signature of Authorized Representative:

Completed by Grants.gov upon submission

*Date Signed:

Completed by Grants.gov upon submission

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

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

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

SF-424 (Rev. 7-97) Back

Item Entry:	Item Entry:
<p>1. Type of Submission: (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> ▶ Preapplication ▶ Application ▶ Changed/Corrected Application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	<p>10. Name of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.</p>
<p>2. Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <p>New—An application that is being submitted to an agency for the first time.</p> <p>Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</p> <p>Revision—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</p> <p style="margin-left: 20px;">A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)</p>	<p>11. Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
<p>3. Date Received: Leave this field blank. This date will be assigned by the Federal agency.</p>	<p>12. Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.</p>
<p>4. Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.</p>	<p>13. Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.</p>
<p>5a. Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.</p>	<p>14. Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.</p>
<p>5b. Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>	<p>15. Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.</p>
<p>6. Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.</p>	<p>16. Congressional Districts of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation—2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina's 103rd district.</p> <ul style="list-style-type: none"> ▶ If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD—all for all congressional districts in Maryland. ▶ If nationwide, i.e. all districts within all states are affected, enter US-all. ▶ If the program/project is outside the US, enter 00-000.
<p>7. State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.</p>	<p>17. Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.</p>
<p>8. Applicant Information: Enter the following in accordance with agency instructions:</p> <p>a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the</p>	

Item Entry:	Item Entry:																								
<p>organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov Web site.</p> <p>b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</p> <p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov Web site.</p> <p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>18. Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.</p> <p>19. Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p> <p>20. Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>																								
<p>9. Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td>▶ State Government</td> <td>▶ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td>▶ County Government</td> <td>▶ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td>▶ City or Township Government</td> <td>▶ Private Institution of Higher Education</td> </tr> <tr> <td>▶ Special District Government</td> <td>▶ Individual</td> </tr> <tr> <td>▶ Regional Organization</td> <td>▶ For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>▶ U.S. Territory or Possession</td> <td>▶ Small Business</td> </tr> <tr> <td>▶ Independent School District</td> <td>▶ Hispanic-serving Institution</td> </tr> <tr> <td>▶ Public/State Controlled Institution of Higher Education</td> <td>▶ Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>▶ Indian/Native American Tribal Government (Federally Recognized)</td> <td>▶ Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td>▶ Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td>▶ Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td>▶ Indian/Native American Tribally Designated Organization</td> <td>▶ Non-domestic (non-US) Entity</td> </tr> <tr> <td>▶ Public/Indian Housing Authority</td> <td>▶ Other (specify)</td> </tr> </table>	▶ State Government	▶ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	▶ County Government	▶ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	▶ City or Township Government	▶ Private Institution of Higher Education	▶ Special District Government	▶ Individual	▶ Regional Organization	▶ For-Profit Organization (Other than Small Business)	▶ U.S. Territory or Possession	▶ Small Business	▶ Independent School District	▶ Hispanic-serving Institution	▶ Public/State Controlled Institution of Higher Education	▶ Historically Black Colleges and Universities (HBCUs)	▶ Indian/Native American Tribal Government (Federally Recognized)	▶ Tribally Controlled Colleges and Universities (TCCUs)	▶ Indian/Native American Tribal Government (Other than Federally Recognized)	▶ Alaska Native and Native Hawaiian Serving Institutions	▶ Indian/Native American Tribally Designated Organization	▶ Non-domestic (non-US) Entity	▶ Public/Indian Housing Authority	▶ Other (specify)	<p>21. Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
▶ State Government	▶ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)																								
▶ County Government	▶ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)																								
▶ City or Township Government	▶ Private Institution of Higher Education																								
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▶ Indian/Native American Tribally Designated Organization	▶ Non-domestic (non-US) Entity																								
▶ Public/Indian Housing Authority	▶ Other (specify)																								

[U.S Department of Education note: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp.]

SUPPLEMENTAL INFORMATION REQUIRED FOR THE DEPARTMENT OF EDUCATION

1. Project Director:

Name: _____

Prefix: _____

*First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

Address

*Street1: _____

Street2: _____

*City: _____

County: _____

*State: _____ *Zip Code: _____ *Country: _____

*Phone Number (give area code): _____

Fax Number (give area code): _____

E-mail Address: _____

2. Applicant Experience:

Novice Applicant?: Yes No Not applicable to this program

3. Human Subjects Research:

Are any research activities involving human subjects planned at any time during the proposed project Period? Yes No

Are ALL the research activities proposed designated to be exempt from the regulations? Yes No Provide Exemption(s) #: _____
Provide Assurance #, if available: _____

Please attach an explanation narrative:

INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

1. **Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. **Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank.**

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

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

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

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

3a. **If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow

the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information Form SF 424.”

3a. **If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information Form SF 424

3a. **Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

NOTE ABOUT INSTITUTIONAL REVIEW BOARD APPROVAL.

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

PAPERWORK BURDEN STATEMENT

According to the *Paperwork Reduction Act of 1995*, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4537

If you have comments or concerns regarding the status of your individual submission of this form write directly to:

Application Control Center
U.S. Department of Education
550 12th St. SW, Room PCP 7076
Washington, DC 20202-4260

DEFINITIONS FOR U.S. DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR THE SF-424

Definitions:

Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development,

testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

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

B. Exemptions.

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

- (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom

management methods. ***If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.***

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. ***[This exemption applies only to retrospective studies using data collected before the initiation of the research.]***

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. ***[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by HHS at the time the regulations were established. We will strictly construe this exemption because it was not intended to apply to ED research.]***

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects "exempt research" or "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked "Yes" for item 3.b. and designated exemption number(s), attach the "exempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3.b. you must attach the “nonexempt research” narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) Human Subjects Involvement and

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

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

(3) Recruitment and Informed Consent:

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

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

(5) Protection Against Risk: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in

the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) Importance of the Knowledge to be Gained:

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

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

Copies of the Department of Education’s Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education’s Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/ocfo/human-sub.html>

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

SECTION H, PART II: BUDGET INFORMATION (ED FORM 524)

	U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS	OMB Control Number: 1894-0008 Expiration Date: 04/30/2014
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Name of Institution/Organization:	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.
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SECTION A—BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Stipends						
12. Total Costs (lines 9-11)						

***Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(i) Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No

(ii) If yes, please provide the following information:
 Period Covered by the Indirect Cost Rate Agreement: From: ___/___/___ To: ___/___/___ (mm/dd/yyyy)
 Approving Federal agency: ED Other (please specify): _____ The Indirect Cost Rate is _____%

(iii) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
 Is included in your approved Indirect Cost Rate Agreement? or Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%

Name of Institution/Organization	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.
----------------------------------	---

**SECTION B—BUDGET SUMMARY
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (Lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (Lines 9-11)						

SECTION C—BUDGET NARRATIVE
(see instructions)

INSTRUCTIONS FOR ED 524

GENERAL INSTRUCTIONS

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74–86 and 97–99, on ED’s website at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

You must consult with your Business Office prior to submitting this form.

SECTION A—BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS

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

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

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

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

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

INDIRECT COST INFORMATION:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office.

- 1) Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

- i) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and
- ii) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for

indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

- 2) If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.
- 3) If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

SECTION B—BUDGET SUMMARY

NON-FEDERAL FUNDS

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

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

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

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

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

SECTION C - BUDGET NARRATIVE [ATTACH SEPARATE SHEET(S)]

PAY ATTENTION TO APPLICABLE PROGRAM SPECIFIC INSTRUCTIONS, IF ATTACHED.

- 1) Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
- 2) For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:

- a) The specific costs or contributions by budget category;
 - b) The source of the costs or contributions; and
 - c) In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.
- 3) [Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: <http://www.whitehouse.gov/omb/circulars/index.html>]

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

- 4) If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

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

- 5) Provide other explanations or comments you deem necessary.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0008. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

SECTION H, PART III: PROGRAM NARRATIVE

(A) Meeting the purposes of the program **(30 points)**

The Secretary reviews each application to determine how well the project will be able to meet the purpose of the program of providing training and technical assistance to eligible agencies, centers, and SILCs with respect to planning, developing, conducting, administering, and evaluating centers, including consideration of--

- (1) The objectives of the project; and
- (2) How the objectives further training and technical assistance with respect to planning, developing, conducting, administering, and evaluating centers.

(B) Extent of need for the project **(20 points)**

The Secretary reviews each application to determine the extent to which the project meets specific needs recognized in Title VII of the Act, including consideration of--

- (1) The needs addressed by the project;
- (2) How the applicant identified those needs;
- (3) How those needs will be met by the project; and
- (4) The benefits to be gained by meeting those needs.

(C) Plan of operation **(15 points)**

The Secretary reviews each application for information that shows the quality of the plan of operation for the project, including--

- (1) The quality of the design of the project;
- (2) The extent to which the plan of management ensures proper and efficient administration of the project;
- (3) How well the objectives of the project relate to the purpose of the program;
- (4) The quality of the applicant's plan to use its resources and personnel to achieve each objective; and
- (5) How the applicant will ensure that project participants who are otherwise eligible to participate are selected without regard to race, color, national origin, gender, age, or disability.

(D) Quality of key personnel **(7 points)**

- (1) The Secretary reviews each application for information that shows the qualifications of the key personnel the applicant plans to use on the project, including--
 - (i) The qualifications of the project director, if one is to be used;
 - (ii) The qualifications of each of the other management and decision-making personnel to be used in the project;
 - (iii) The time that each person referred to in paragraphs (d)(1)(i) and (ii) of this section will commit to the project;
 - (iv) How the applicant, as part of its nondiscriminatory employment practices, will ensure that its personnel are selected for employment without regard to race, color, national origin, gender, age, or disability; and
 - (v) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally under-represented, including members of racial or ethnic minority groups, women, persons with disabilities, and elderly individuals.
- (2) To determine personnel qualifications under paragraphs (d)(1)(i) and (ii) of this section, the Secretary considers—
 - (i) Experience and training in fields related to the objectives of the project; and
 - (ii) Any other qualifications that pertain to the objectives of the project.

(E) Budget and cost effectiveness **(5 points)**

The Secretary reviews each application for information that shows the extent to which--

- (1) The budget is adequate to support the project; and
- (2) Costs are reasonable in relation to the objectives of the project.

(F) Evaluation plan **(5 points)**

The Secretary reviews each application to determine the quality of the evaluation plan for the project, including the extent to which the applicant's methods of evaluation--

- (1) Are appropriate for the project;
- (2) Will determine how successful the project is in meeting its goals and objectives; and
- (3) Are objective and produce data that are quantifiable.
- (4) (Cross-reference: See 34 CFR 75.590.)

(G) Adequacy of resources **(3 points)**

The Secretary reviews each application to determine the adequacy of the resources that the applicant plans to devote to the project, including facilities, equipment, and supplies.

(H) Extent of prior experience

(15 points)

The Secretary reviews each application to determine the extent of experience the applicant has in the operation of centers and with providing training and technical assistance to centers, including--

- (1) Training and technical assistance with planning, developing, and administering centers;
- (2) The scope of training and technical assistance provided, including methods used to conduct training and technical assistance for centers;
- (3) Knowledge of techniques and approaches for evaluating centers; and
 - (ii) The capacity for providing training and technical assistance as demonstrated by previous experience in these areas.

INSTRUCTIONS FOR PROGRAM NARRATIVE

A narrative that addresses the selection criteria that will be used by reviewers in evaluating individual proposals is required. Applications are more likely to receive favorable reviews by panels when the program narrative is organized according to the format suggested below. If you prefer to use a different format, you may wish to cross-reference the section of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

Include an abstract with your application. This abstract should be an overview statement (not more than a one page abstract) that summarizes the mission, goals and objectives, the target population and service area, the impact, and the expected outcomes or benefits of the project. Please make this a separate page so it may be pulled from the application to include with funding recommendation documents.

Prepare a Program Narrative in accordance with the following instructions. Before preparing the Program Narrative, applicants should carefully review the program regulations contained in 34 CFR Part 366 (which can be found in Section F of this application package), paying special attention to the selection criteria listed in 34 CFR 366.15 (which can be found in Section D of this package). The Program Narrative must respond to the selection criteria identified in the program regulations. Applicants should address the criteria in the same order as they appear in the regulations.

In addition, applicants should read the applicable parts of the Education Department General Administrative Regulations (EDGAR) in Title 34 of the Code of Federal Regulations. These regulations set forth all general rules affecting application submittal, review, grant award, and post-award administration for Department of Education grant programs. References to the applicable sections of EDGAR can be found in the Dear Applicant letter (found in Section A of this application package) and in the Notice Inviting Applications (found in Section B of this package).

You must limit the Program Narrative to 45 pages, double-spaced in 12-point font, and number pages consecutively. The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials are included, they must be kept to a minimum and must substantiate what is proposed in the narrative, e.g., the results of a needs survey or letters of commitment from organizations that will have significant involvement with the project. All vitae should be limited to one page in length showing the source and date of earned degrees, experience relevant to working with individuals who are disabled and the person's direct relationship to the project, e.g., how the person will function in the project. Please refer to Section IV of the Notice Inviting Applications (found in section B of this package) for specific instructions on preparing and formatting your application.

**SECTION H, PART IV:
ASSURANCES, CERTIFICATIONS,
AND DISCLOSURES**

ASSURANCES—NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

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

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97)

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; AND
DRUG-FREE WORKPLACE REQUIREMENTS
(ED FORM 80-0013)**

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

PRINTED TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For material change only: Year: _____ quarter: _____ Date of last report: _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, if Known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____	10. b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____	
11. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form — LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

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

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

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

SECTION I

OTHER IMPORTANT INFORMATION

EXECUTIVE ORDER 12372

(INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants_spoc

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments 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 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

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

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies 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 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to

address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

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

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

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

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

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

ESTIMATED BURDEN STATEMENT FOR GEPA REQUIREMENTS

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0005.

THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

WHAT IS GPRA?

The Government Performance and Results Act of 1993 is a 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 its progress to the Congress. In doing so, it is expected that 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

WHAT ARE THE GPRA MEASURES FOR THE CENTERS FOR INDEPENDENT LIVING PROGRAM—TRAINING AND TECHNICAL ASSISTANCE?

The goal of the Centers for Independent Living Program--Training and Technical Assistance grant is to provide training and technical assistance to eligible agencies, centers for independent living (CILs), and Statewide Independent Living Councils (SILCs) with respect to planning, developing, conducting, administering, and evaluating CILs. An eligible agency is a consumer-controlled, community-based, cross-disability, nonresidential private nonprofit agency.

In annual performance reports, grantees are required to provide specific information on the number of training activities they completed during the reporting period, the topics of each training program provided during that period, the number and types of participants served (i.e., CILs, SILCs, or eligible agencies), and summary data from participant evaluations.

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

PURPOSE

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

INSTRUCTIONS FOR SUBMITTING THE SURVEY

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Federal Program: _____ **CFDA Number:** 84.###XX

- | | | | | | | | |
|---|---|--|--|--|--|--|--|
| <p>1. Has the applicant ever received a grant or contract from the Federal government?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>5. Is the applicant a local affiliate of a national organization?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | | |
| <p>2. Is the applicant a faith-based organization?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>6. How many full-time equivalent employees does the applicant have?
<i>(Check only one box).</i></p> <table border="0"><tbody><tr><td><input type="checkbox"/> 3 or Fewer</td><td><input type="checkbox"/> 15-50</td></tr><tr><td><input type="checkbox"/> 4-5</td><td><input type="checkbox"/> 51-100</td></tr><tr><td><input type="checkbox"/> 6-14</td><td><input type="checkbox"/> over 100</td></tr></tbody></table> | <input type="checkbox"/> 3 or Fewer | <input type="checkbox"/> 15-50 | <input type="checkbox"/> 4-5 | <input type="checkbox"/> 51-100 | <input type="checkbox"/> 6-14 | <input type="checkbox"/> over 100 |
| <input type="checkbox"/> 3 or Fewer | <input type="checkbox"/> 15-50 | | | | | | |
| <input type="checkbox"/> 4-5 | <input type="checkbox"/> 51-100 | | | | | | |
| <input type="checkbox"/> 6-14 | <input type="checkbox"/> over 100 | | | | | | |
| <p>3. Is the applicant a secular organization?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>7. What is the size of the applicant's annual budget? <i>(Check only one box.)</i></p> <table border="0"><tbody><tr><td><input type="checkbox"/> Less Than \$150,000</td></tr><tr><td><input type="checkbox"/> \$150,000–\$299,999</td></tr><tr><td><input type="checkbox"/> \$300,000–\$499,999</td></tr><tr><td><input type="checkbox"/> \$500,000–\$999,999</td></tr><tr><td><input type="checkbox"/> \$1,000,000–\$4,999,999</td></tr><tr><td><input type="checkbox"/> \$5,000,000 or more</td></tr></tbody></table> | <input type="checkbox"/> Less Than \$150,000 | <input type="checkbox"/> \$150,000–\$299,999 | <input type="checkbox"/> \$300,000–\$499,999 | <input type="checkbox"/> \$500,000–\$999,999 | <input type="checkbox"/> \$1,000,000–\$4,999,999 | <input type="checkbox"/> \$5,000,000 or more |
| <input type="checkbox"/> Less Than \$150,000 | | | | | | | |
| <input type="checkbox"/> \$150,000–\$299,999 | | | | | | | |
| <input type="checkbox"/> \$300,000–\$499,999 | | | | | | | |
| <input type="checkbox"/> \$500,000–\$999,999 | | | | | | | |
| <input type="checkbox"/> \$1,000,000–\$4,999,999 | | | | | | | |
| <input type="checkbox"/> \$5,000,000 or more | | | | | | | |
| <p>4. Does the applicant have 501(c)(3) status?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | | | | | | | |

SURVEY INSTRUCTIONS ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

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

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

PAPERWORK BURDEN STATEMENT

According to the *Paperwork Reduction Act of 1995*, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

INSTRUCTIONS FOR REIMBURSEMENT OF INDIRECT COSTS

The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs in projects funded by the Centers for Independent Living program-- Training and Technical Assistance (84.132B). Any grantee charging indirect costs to a grant from this program must use the indirect cost rate (**ICR**), negotiated with its *cognizant agency*, i.e., either the Federal agency from which it has received the most direct funding, subject to indirect cost support, the particular agency specifically assigned cognizance by the Office of Management and Budget or the State agency that provides the most subgrant funds to the grantee.

Note: Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR they are using in their budget.

If an applicant selected for funding under this program has not already established a current ICR with its cognizant agency, ED generally will authorize the grantee to use a temporary rate of 10 percent of budgeted direct salaries and wages subject to the following limitations:

1. The grantee must submit an indirect cost rate proposal to its cognizant agency within 90 days after ED issues the GAN.
2. If after the 90-day period, the grantee has not submitted an indirect cost rate proposal to its cognizant agency, the grantee may not charge its grant for indirect costs (except when ED finds exceptional circumstances) until it has negotiated an indirect cost rate agreement with its cognizant agency.
3. Once the grantee has negotiated an ICR with its cognizant agency, the grantee will be required to make certain adjustments to recover the correct amount of indirect costs authorized for the period before it negotiated the ICR.

Applicants should be aware that ED is very often **not** the cognizant agency for its own grantees. Rather, ED accepts, for the purpose of funding its awards, the current ICR established by the appropriate cognizant agency.

Applicants are encouraged to have an accountant calculate a proposed indirect cost rate using current information from its audited financial statements, actual cost data or IRS Form 990. Applicants should use this proposed rate in their application materials and describe which of these methods they used to calculate the rate. Guidance related to calculating an indirect cost rate can be found on ED's website at:

<http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

Applicants with questions about using indirect cost rates under this program should contact the program contact person shown elsewhere in this application package.

D-U-N-S NUMBER INSTRUCTIONS

D-U-N-S No.: Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<http://fedgov.dnb.com/webform/displayHomePage.do>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

If you fail to receive the notification of application within fifteen (15) days from the closing date, call:

U.S. Department of Education
Application Control Center

202-245-6288

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

ED Internet Home Page: www.ed.gov