

Archived Information

**U.S. Department of Education
Office of Vocational and Adult Education
Washington, D.C. 20202-7241**

FISCAL YEAR 2006

**National Research Center for Career and Technical Education
Application for a Cooperative Agreement**



CFDA Number 84.051A

**DATED MATERIAL-OPEN IMMEDIATELY
Closing Date: August 10, 2007**

Dear Colleague:

Thank you for your interest in the National Research Center for Career and Technical Education (Research Center or Center), administered by the Office of Vocational and Adult Education of the U.S. Department of Education. The Research Center competition is authorized under section 114 of the Carl D. Perkins Career and Technical Education Act of 2006 (Act). Section 114(d)(4) of the Act authorizes the Secretary, after consulting with the States, to establish a national research center for the purposes of carrying out scientifically based research and evaluation, dissemination, and training activities consistent with the purposes of the Act. Further, section 114(d)(5) of the Act authorizes the Secretary to provide technical assistance, upon request of a State, for the purpose of developing, improving, and identifying the most successful methods and techniques for providing career and technical education programs assisted under the Act. The Secretary will provide technical assistance through the Research under the authority of section 114(d)(5).

This application package contains the necessary information and the required forms for potential applicants to apply and be considered for a FY 2006 award under this competition, including the published Federal Register notice dated June 11, 2007 located in Part III of this package. Potential applicants are advised to read the materials carefully, particularly the information in Part III: Application Notice. The Notice describes the program requirements, required activities, priorities, selection criteria, and instructions for completing and submitting applications.

Applications for a cooperative agreement under this program may be submitted electronically using the Grants.gov Web site (<http://www.Grants.gov>), or in paper format by mail or hand delivery. Your participation in Grants.gov is voluntary. For information (including dates and times) concerning how to submit your application electronically, or by mail or hand delivery, please refer to page 36 of the Notice in this application package.

The Department will award a cooperative agreement on a competitive basis for a project period of up to 5 years. The Department, through a peer review panel of experts, will evaluate each application using the application selection criteria as well as how the application addresses the competitive priorities included in Part III of this application package. The Department will select the applicant for funding based on the quality of the application including its rank order as determined by the total score of the application based on the selection criteria and the awarding of competitive priority points, if any. We expect to award the cooperative agreement no later than September 2007. If you have any questions about the program after reviewing the application package, please contact me at (202) 245-7818, or by email at ricardo.hernandez@ed.gov.

Again, thank you for your interest. We look forward to receiving your application and appreciate your efforts to meet the research and assistance needs of career and technical education providers and students through this program.

Ricardo Hernandez
Project Officer
National Research Center
for Career and Technical Education

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PART I: PROGRAM BACKGROUND INFORMATION

The enactment of the Carl D. Perkins Career and Technical Education Act of 2006 continues the commitment to high quality career and technical education, expands efforts to develop challenging academic and technical standards and to assist students in meeting such standards, including preparing for high-skill, high-wage, or high-demand occupations in current or emerging professions. The Act is fully aligned with the principles of No Child Left Behind Act of 2001 (NCLB) by promoting the development of services and activities that integrate rigorous and challenging academic course work with career and technical education so that all students be prepared for postsecondary education and careers. The Department believes the establishment of a national research center is a critical component of the Department's efforts to provide States and local programs with the scientifically-based research, methods, and techniques that are most successful in addressing the education, employment, and training need of students in career and technical education programs.

Section 114(d)(4) of the Carl D. Perkins Career and Technical Education Act of 2006 (the Act), authorizes the Secretary to establish a national research center for the purposes of carrying out scientifically based research and evaluation, dissemination, and training activities consistent with the purposes of the Act. Further, section 114(d)(5) of the Act authorizes the Secretary to provide technical assistance upon request of States for the purpose of developing, improving, and identifying the most successful methods and techniques for providing career and technical education programs assisted under the Act. The Secretary will provide technical assistance through the Center under authority of section 114(d)(5).

Section 114(d)(4) of the Act also requires the Secretary to consult with States before establishing a national research center. The Department, therefore, provided several opportunities for States and other interested parties to provide suggestions regarding the national research center, including--

- (a) Using e-mail to solicit suggestions from State directors of career and technical education and representatives of professional organizations and associations;
- (b) Posting on the Department's website an invitation for the public to provide suggestions on what the Department needs to consider when establishing a national research center;
- (c) Inviting State directors, during the September 2006 Conference of the National Association of State Directors of Career and Technical Education Consortium, to send the Department suggestions on how the national research center could best serve their needs; and
- (d) Holding a meeting with State directors of career and technical education, representatives of career and technical education professional organizations and associations, and members of the higher education community to discuss their needs and to request suggestions on how the national research center could best serve their needs.

We appreciate the time the various interested parties took to provide us with suggestions. We carefully considered the suggestions we received as we considered and determined the focus and activities of the Center.

Eligible Entities.

- (1) Institutions of higher education,
- (2) Public or private nonprofit organizations or agencies, or
- (3) Consortia of such institutions, organizations, or agencies.

Type of Award: Cooperative agreement.

Estimated Available Funds: OVAE estimates \$2,200,000 will be available for the first 10 months of the project, and \$4,500,000 for funding 12-month budget periods for years two through five. Continuation of the Center award is subject to the availability of funds and to a grantee meeting the requirements of 34 CFR 75.253. FY 2006 funds will be used for the new award under this competition. Note: The Department is not bound by any estimate in this application package.

Estimated Range of Award: \$2,200,000 for the first 10 months.

Number of Awards: 1.

Project Period: Up to 60 months.

Submission Dates and Times: Applications Available: June 11, 2007

Deadline for Transmittal of Applications: August 10, 2007. We do not consider an application that does not comply with the deadline requirements.

Agency Contact: If you have any questions about the Research Center after reviewing the application package, please contact Dr. Ricardo Hernandez, U.S. Department of Education, 400 Maryland Avenue, SW., room 11137, Potomac Center Plaza, Washington, DC 20202-7241. Telephone: (202) 245-7818, Fax: (202) 245-7837, or by e-mail:

Ricardo.Hernandez@ed.gov.

PART II: LEGAL AND REGULATORY DOCUMENTS

Program Authority

The National Research Center for Career and Technical Education is authorized by section 114(d)(4) of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2324(d)(4) and (5)).

Applicable Regulations

The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, 97, 98, and 99. Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

Statutory Changes Affecting This Competition:

In the Act, Congress expanded and added elements to the statement of purpose, most significantly by stating that, among other statutory purposes, programs should build on the efforts of States and localities to develop challenging academic and technical standards, and to assist students in meeting such standards, including student academic achievement standards, especially in preparation for the high skill, high wage, or high demand occupations in emerging or established professions. (20 U.S.C. 2301 (1)) Congress also added to the statement of purpose the requirement that programs should provide technical assistance that promotes leadership, initial preparation, and professional development; improve the quality of career and technical education teachers, faculty, principals, administrators, and counselors. (20 U.S. C. 2301 (5)) Additionally, the Act's purpose section was amended to include supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career technical centers, local workforce investment boards, business and industry, and intermediaries, as well as providing career and technical education students with opportunities throughout their lives, in conjunction with other education and training programs, to attain the knowledge and skills needed to keep the United States competitive. (20 U.S.C. 2301 (6) and (7))

PART III: NOTICE INVITATION APPLICATIONS

4000-01-U

DEPARTMENT OF EDUCATION

Office of Vocational and Adult Education

Overview Information

National Research Center for Career and Technical Education

Notice inviting applications for a new award for fiscal year (FY) 2006.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.051A

Dates:

Applications Available: June 11, 2007.

Deadline for Transmittal of Applications: August 10, 2007.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: Section 114(d)(4) of the Carl D. Perkins Career and Technical Education Act of 2006 (Act) authorizes the Secretary, after consulting with the States, to establish a national research center (Center) to carry out scientifically based research and evaluation, and to conduct dissemination and training activities consistent with the purposes of the Act.

Further, section 114(d)(5) of the Act authorizes the Secretary to provide technical assistance, upon request of a State, for the purpose of developing, improving, and identifying the most successful methods and techniques for providing career and

technical education programs assisted under the Act. Under the authority of section 114(d)(5), the Secretary will provide technical assistance to States through the Center.

Background Information

The Act, a reauthorization of the Carl D. Perkins Vocational and Technical Education Act of 1998 (Perkins III), continues the commitment to high-quality career and technical education embodied in Perkins III. The Act continues the previous legislation's focus on developing challenging academic and technical standards and assisting students in meeting such standards, including through preparation for high-skill, high-wage, or high-demand occupations in current or emerging professions and in nontraditional fields. The Act is aligned with the principles of the Elementary Secondary Education Act of 1965, as amended (20 U.S.C. 6301 et seq.) (ESEA) in that it promotes the development of services and activities that integrate rigorous and challenging academic course work with career and technical education so that all students can be prepared for postsecondary education and careers.

Consultation Process

Pursuant to section 114(d)(4) of the Act, which requires the Secretary to consult with States before establishing a Center, we used several strategies to conduct consultations and

provided a number of opportunities for States and other interested parties to give suggestions regarding the Center. For example, the Department--

(a) Used e-mail to solicit suggestions from State Directors of career and technical education and representatives of professional organizations and associations;

(b) Posted on the Department's Web site an invitation for the public to provide suggestions on what the Department needs to consider when establishing a Center;

(c) Invited State Directors, during the September 2006 Conference of the National Association of State Directors of Career and Technical Education Consortium, to send the Department suggestions on how the Center could best serve their needs; and

(d) Held a meeting with State Directors of career and technical education, representatives of career and technical education professional organizations and associations, and members of the higher education community to discuss their research, evaluation, and technical assistance needs and to request suggestions on how the Center could best serve their respective needs.

We appreciate the time that various interested parties took to provide us with suggestions. We carefully considered the

suggestions we received as we determined the focus and activities of the Center as described in this notice.

Required Project Activities

Through this competition, the Secretary will award a cooperative agreement to establish a national research center for career and technical education that implements sections 114(d) (4) and (5) of the Act to--

(a) Carry out scientifically based research and evaluation for the purpose of developing, improving, and identifying the most successful methods for addressing the education, employment, and training needs of participants, including special populations, in career and technical education programs, including research and evaluation in activities such as--

(1) The integration of--

(i) Career and technical instruction; and

(ii) Academic, secondary, and postsecondary instruction;

(2) Education technology and distance learning approaches and strategies that are effective with respect to career and technical education;

(3) State-adjusted levels of performance and State levels of performance that serve to improve career and technical education programs and student achievement;

(4) Academic knowledge and career and technical skills required for employment or participation in postsecondary education; and

(5) Preparation for occupations in high-skill, high-wage, or high-demand business and industry, including examination of--

(i) Collaboration between career and technical education programs and business and industry; and

(ii) Academic and technical skills required for a regional or sectoral workforce, including small businesses (20 U.S.C. 2324(d)(4)(A)(i));

(b) Carry out scientifically based research and evaluation to increase the effectiveness and improve the implementation of career and technical education programs that are integrated with coherent and rigorous content aligned with challenging academic standards, including by conducting research and development, and studies, that provide longitudinal information or formative evaluation with respect to career and technical education programs and student achievement (20 U.S.C. 2324(d)(4)(A)(ii));

(c) Carry out scientifically based research and evaluation that can be used to improve the preparation and professional development of teachers, faculty, and

administrators, and to improve student learning in the career and technical education classroom including--

(1) Effective in-service and preservice teacher and faculty education that assists career and technical education programs in--

(i) Integrating those programs with academic content standards and student academic achievement standards, as adopted by States under section 1111(b)(1) of the ESEA; and

(ii) Coordinating career and technical education with industry-recognized certification requirements;

(2) Dissemination and training activities related to the applied research and demonstration activities described in this section of the notice, which may also include serving as a repository for information on career and technical skills, State academic standards, and related materials; and

(3) The recruitment and retention of career and technical education teachers, faculty, counselors, and administrators, including individuals in groups underrepresented in the teaching profession (20 U.S.C. 2324(d)(4)(A)(iii));

(d) Carry out such other research and evaluation, consistent with the purposes of the Act, as the Secretary determines appropriate to assist State and local recipients of funds under the Act (20 U.S.C. 2324(d)(4)(A)(iv));

(e) Conduct dissemination and training activities based upon the research performed by the Center and described in this notice (20 U.S.C. 2324(d) (4) (C)), including--

(1) Developing, for dissemination, information on promising or best practices for enhancing student achievement and performance that are based on scientifically based research, conducted by the Center and others, and that are geared to administrators, teachers, counselors, and policymakers; and

(2) Disseminating information on best practices for the purposes of developing, improving, and identifying the most successful methods and techniques for providing career and technical education programs assisted under the Act (20 U.S.C. 2324(d) (5)); and

(f) Provide technical assistance upon request of a State for the purpose of developing, improving, and identifying the most successful methods and techniques for providing career and technical education programs assisted under the Act (20 U.S.C. 2324(d) (5)).

Cooperative Agreement, Program Requirements, Application Requirements, Priorities and Definitions

Cooperative Agreement:

The Secretary plans to make an award to the Center under the terms of a cooperative agreement. The Secretary expects

to have substantial involvement with the grantee during the performance of the funded project. Substantial involvement on the part of the Department includes:

- (a) Direct operational involvement in the review and approval of project activities.
- (b) Continuing and regular participation in the project.
- (c) Halting an activity immediately if detailed performance specifications or requirements are not met.
- (d) Reviewing and approving one stage of work before the Center can begin a subsequent stage during the project period.
- (e) Collaborating or participating jointly with the Center in the assisted activities.

Program Requirements:

To ensure the high quality of the Center and the accomplishment of the goals and purposes of sections 114(d) (4) and (5) of the Act, the Secretary establishes the following requirements for this competition:

- (a) Center Director. The grantee institution must appoint a full-time Director for the Center.
- (b) Advisory Committee. (1) The grantee institution must establish an advisory committee to provide the Center with advice and a diversity of perspectives on the--
 - (i) Research, evaluation, and technical assistance needs of the career and technical education community;

(ii) Center's scientifically based research;

(iii) Center's dissemination activities;

(iv) Center's technical assistance activities; and

(v) Other activities undertaken and materials published by the Center, in carrying out the purposes of the Act.

(2) Each applicant must budget for, and include in its application, preliminary plans for an advisory committee. The preliminary plans must describe the composition of the advisory committee, including the affiliations, professional qualifications, and proposed length of service of potential advisory committee members.

(3) After the cooperative agreement is awarded, the Center must provide, for the Department's approval, a detailed plan for the advisory committee, including reasonable assurances that persons identified as members will serve in the capacity stated in the detailed plan.

(c) Project meetings. The applicant must plan and budget for--

(1) The Center Director to attend a two-day meeting in Washington, DC at least once a year, for each year of the project to review performance and discuss the Center's plans for scientifically based research, evaluation, dissemination, professional development and technical assistance;

(2) The Center Director and other key staff to attend the following:

(i) A two-day post-award conference with program officials in Washington, DC that will be held within 30 days after the date of the grant award notice.

The purpose of this conference will be to--

(A) Review and discuss the terms of the cooperative agreement between the Center and the Department;

(B) Review and discuss the applicant's plans for the scientifically based research, evaluation, dissemination, professional development, and technical assistance to be carried out by the Center over the five years of the project period;

(C) Discuss and establish how the grantee institution, the Center and the Department will work together as partners, under the terms of the cooperative agreement, to accomplish the purposes of the grant award; and

(D) Establish specific lines of communication and feedback between the Center and the Department.

(ii) A one-day annual performance review with program officials in Washington, DC at the end of each project year.

(d) Alignment and Consultation. (1) To the extent possible, the Center must align its professional development

activities with those professional development activities carried out--

(i) By "eligible agencies" and "eligible recipients," as those terms are defined in sections 3(12) and 3(14) of the Act (20 U.S.C. 2302(12) and (14)); and

(ii) Under the ESEA and the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).

(2) In order to exchange information, avoid duplication of effort, pool resources, and improve the overall effectiveness of the Center's activities, the Center must, to the extent possible, consult with the sponsors of activities that are similar or related to its activities, especially activities of the Department's Policy and Program Studies Service (the lead office for the National Assessment of Career and Technical Education), Office of Elementary and Secondary Education, Office of Postsecondary Education, Office of Special Education and Rehabilitative Services, Comprehensive Centers (particularly the National High School Center), National Research and Development Centers, and Regional Educational Labs. In addition, the Center must consult with the National Science Foundation; national career and technical education professional associations or organizations; and

other similar or related agencies, organizations, associations, and activities.

(e) Publications. The Center must establish an effective quality control process for all publications resulting from or used in the Center's research, dissemination, technical assistance, and professional development activities.

(f) Evaluation and GPRA Measures. (1) The applicant must budget for and include preliminary plans in the application for an independent evaluator to--

(i) Conduct an ongoing evaluation of the Center's effectiveness; and

(ii) Annually measure and report on the GPRA measures identified in the Performance Measures section of this notice.

(2) The preliminary plans must describe--

(i) The methods of evaluation to be used to measure the effectiveness of the Center; and

(ii) With regard to the GPRA measures, (A) the composition of the expert panels that the Center will use to assess its performance under paragraphs (a) and (b) of the Performance Measures section of this notice, including the affiliations and professional qualifications of panel members; (B) how the Center plans to ensure the objectivity of the expert panels; and (C) the procedures the Center will use, as

required by paragraphs (c) and (d) of the Performance Measures section of this notice, to assess the usefulness and quality of the technical assistance services and professional development activities the Center provides.

(3) After the cooperative agreement is awarded, the Center must provide, for the Department's approval, a detailed plan for conducting the evaluation and measuring and reporting on the GPRA measures.

(4) The results of the evaluation must be submitted to the Secretary in an interim evaluation report during the third year of the project and in a final evaluation report during the fifth year of the project.

(5) The results of the evaluation must be used to provide feedback for continuous improvement in the operation of the Center.

(6) In determining the overall effectiveness of the Center, the evaluation must take into account the Center's performance on the Government Performance and Results Act of 1993 (GPRA) measures of effectiveness identified in the Performance Measures section of this notice.

(g) Contingency Plan. During the final year of the five-year project period, the Center must develop and be prepared to implement a contingency plan for completing all

substantive work by the end of the eleventh month of the final project year and transferring all the products, data, services, materials, and research studies to a successor Center during the twelfth month of the final project year.

Application Requirements:

Applicants must plan for a 10-month project period for the first year of the project to enable the Center to establish a July-to-June project period for the second through the fifth year of the project and to align the Center's activities with the academic year.

Applicants must include, in addition to the items identified in paragraphs (b) (2), (c), and (f) of the Program Requirements, the following in their applications--

(a) Research Plan. A plan that describes the strategies and approaches the applicant intends to use to carry out the scientifically based research and evaluation activities described in section 114(d) (4) of the Act and in the Required Project Activities section of this notice. The plan must be a focused program of scientifically based research that consists of a set of tightly linked studies that build on each other;

(1) In the research plan, applicants must include--

(i) Research studies that are fully consistent with the standards in the definition of the term "scientifically based

research," contained in section 3(25) of the Act and in the Definitions section of this notice.

(ii) Significant research studies that focus on the improvement of teaching and student outcomes.

(iii) Research strands, that is, thematic research areas, including the specific research studies for each strand or area for the first two years of the project period, on which the applicant plans to focus during the five years of the project. The proposed studies--

(A) Must represent a balance of secondary and postsecondary studies; and

(B) Can be a mix of short-term and longitudinal research studies.

(iv) Individual research proposals for studies the applicant intends to initiate during the first two years of the project period. These research proposals must provide a critical review (i.e., a discussion of the strengths and weaknesses of studies that are reviewed) of the relevant literature, the theoretical rationale, clear and specific research questions, and a description of the methods and procedures, along with any instrumentation, that will be used. If a proposed research study builds on one or more existing studies, the applicant must include enough information for the Secretary to assess whether--

(A) The study was well-designed and implemented, and addressed research questions of practical and policy importance; and

(B) Scientifically based research standards were followed.

(v) Areas where further research is most likely to identify highly effective approaches, methods, programs, models, or strategies.

(2) The application must also include information that demonstrates the applicant's performance history in scientifically based research. As evidence of the applicant's performance history, an applicant must provide in the application the full study reports on two scientifically based research studies led by key project research personnel. The study reports must include enough information for the Secretary to be able to assess whether the studies were well-designed and implemented, and addressed research questions of practical and policy importance.

(b) Dissemination Activities Plan. A plan that describes the strategies and approaches the applicant intends to use to carry out efficiently and effectively the dissemination activities described in the Required Project Activities section of this notice, including:

(1) A description of the procedures and methodologies (e.g., expert panels) the applicant intends to use to identify instructional approaches, methods, programs, models, or strategies in career and technical education and related areas that are supported by the strongest evidence of a meaningful, sustained effect on career and technical education

participants' education and employment outcomes. Note:

Applicants are encouraged to refer to: (1) How to evaluate whether an intervention is backed by "strong" evidence of effectiveness on the Internet at

http://ies.ed.gov/ncee/pubs/evidence_based/evaluation.asp and

(2) Identifying and Implementing Educational Practices

Supported By Rigorous Evidence: A User Friendly Guide on the Internet at

<http://www.ed.gov/print/rschstat/pubs/rigorousetid/guide.html>

(2) Strategies and approaches for disseminating to the career and technical education community (e.g., administrators, teachers, counselors, and policy-makers) the findings, results, and reports from the Center's research activities in order to increase the knowledge base of programs and models proven effective in scientifically based research.

(3) Strategies and approaches for identifying and disseminating to the career and technical education community information from other sources of relevant

research in order to increase the knowledge base of career and technical education programs and models that have been proven effective in scientifically based research.

(c) Technical Assistance Plan. A plan that describes the strategies and approaches the applicant will use to carry out the technical assistance activities described in the Required Project Activities section of this notice in the most cost-effective and efficient manner, including a description of how the Center will--

(1) Respond to a need identified by a State, including how the Center will coordinate with a State on providing the State with appropriate technical assistance;

(2) Provide activities intended to reach a large number or proportion of career and technical education programs, teachers, and administrators in a State;

(3) Assist a State in implementing, identifying, or improving State levels of performance that improve career and technical education programs and student achievement;

(4) Assist a State to improve the data quality of its State accountability systems, including the:

(i) Processes that strengthen the reliability, validity, and integrity of data collection and analysis.

(ii) Accessibility of appropriate and timely data.

(iii) Accuracy of descriptions of performance.

(iv) Collection processes that yield unbiased, unprejudiced, and impartial data results.

(v) Presentation of the data so that the data clearly provide an accurate assessment of performance; and

(5) Provide State and local educational agencies, educators, and other program providers with technical assistance in replicating instructional approaches, methods, programs, models, or strategies shown to be effective using scientifically based research.

(d) Professional Development Plan. A plan that describes the strategies and approaches the applicant will use to carry out the professional development activities described in the Required Project Activities section of this notice in the most cost-effective and efficient manner, including strategies and approaches that--

(1) Provide high-quality professional development that will improve and increase instructional personnel's knowledge, skills, and ability to help students meet challenging and rigorous academic and career and technical skill proficiencies;

(2) Will advance instructional personnel's understanding of effective instructional strategies that are supported by scientifically based research; and

(3) Are sustained, intensive, and classroom-focused.

Priorities:

We are establishing these priorities for the FY 2006 grant competition and any subsequent year in which we make awards from the list of unfunded applicants from this competition, in accordance with section 437(d)(1) of the General Education Provisions Act (GEPA), 20 U.S.C. 1232(d)(1).

Competitive Preference Priorities: These priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award each application up to an additional 70 points (from 5 to 15 points for each priority, as indicated) depending on how well the application meets one or more of these priorities. The points awarded are in addition to any points the application earns under the selection criteria for this competition, provided elsewhere in this notice.

These priorities are:

(a) Technical Assistance Priorities

1. Use of Technical Skills Assessments Priority: We award up to 5 points to an application that proposes to--

(i) Inform States of the availability of valid and reliable technical skills assessments; and

(ii) Assist States in selecting appropriate, valid, and reliable technical skills assessments.

2. Enhancing Student Academic and Technical Skills

Achievement and Performance Priority: We award up to 15 points to an application that proposes to provide educational agencies, educators, and other program providers with technical assistance on replicating current promising or best practices in instructional approaches, methods, programs, models, or strategies that are accepted by the field as effective for the purpose of enhancing student academic and technical skills achievement and performance, including the academic and technical skills achievement and performance of students preparing for employment in nontraditional fields, and that have been shown to be effective using scientifically based research.

(b) Scientifically Based Research Priorities

1. Use of Technical Skills Assessments Priority: We award up to 10 points to an application that proposes--

(i) Activities that investigate the--

(A) Availability, at the national, State, and local levels, of valid and reliable technical skills assessments that are aligned with industry-recognized standards; and

(B) Extent to which States and local eligible recipients use valid and reliable technical skills assessments that are aligned with industry-recognized standards, to measure the

attainment of technical skills proficiencies by career and technical education students; and

(ii) Activities that encourage the development of valid and reliable technical skills assessments that are aligned with industry-recognized standards in technical skills areas where none previously existed.

2. Student Outcomes Priority: We award up to 15 points to an application that proposes studies that will examine programs and practices designed to improve student outcomes in career and technical education.

3. Academic Achievement Priority: We award up to 15 points to an application that proposes studies that investigate and validate whether curricula that integrate coherent and rigorous content that is aligned with challenging academic standards (e.g., at the secondary level, reading and language arts, mathematics, and science) and challenging career and technical skill proficiencies results in improvements in the academic achievement of students, including special populations, enrolled in career and technical education programs.

4. Programs of Study Priority: We award up to 10 points to an application that proposes activities that--

(i) Promote improvements in career and technical education programs of study (i.e., implementing career and

technical education programs that (A) incorporate secondary education and postsecondary elements, (B) include coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education, (C) may include the opportunity for secondary education students to participate in dual or concurrent enrollment programs or other ways to acquire postsecondary education credits, and (D) lead to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree); and

(ii) Encourage States to adopt these improvements in career and technical education programs of study statewide in programs operated by eligible recipients and postsecondary institutions.

Definitions

Career and technical education means organized educational activities that--

(a) Offer a sequence of courses that--

(1) Provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for

further education and careers in current or emerging professions;

(2) Provides technical skills proficiency, an industry-recognized credential, a certificate, or an associate degree; and

(3) May include prerequisite courses (other than remedial courses) that meet the requirements of this definition; and

(b) Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual. (20 U.S.C. 2302(5))

Coherent sequence of courses means a series of courses in which career and academic education is integrated, and that directly relates to, and leads to, both academic and occupational competencies. The term includes competency-based education and academic education, and adult training or retraining, including sequential units encompassed within a single adult retraining course that otherwise meet the requirements of this definition.

Institution of higher education means--

(a) An educational institution in any State that--

(1) Admits, as regular students, only persons having a certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate;

(2) Is legally authorized within such State to provide a program of education beyond secondary education;

(3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree;

(4) Is a public or other nonprofit institution; and

(5) Is accredited by a nationally recognized accrediting agency or association or, if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

(b) The term also includes--

(1) Any school that provides not less than a one-year program of training to prepare students for gainful employment in a recognized occupation and that meets the provisions of paragraphs (a) (1), (2), (4) and (5) of this definition.

(2) A public or nonprofit private educational institution in any State that, in lieu of the requirement in paragraph (a) (1) of this definition, admits as regular students, persons who are beyond the age of compulsory school attendance in the State in which the institution is located. (20 U.S.C. 1001 and 2302(18))

Scientifically based research means research that is carried out using scientifically based research standards, as defined in section 102 of the Education Sciences Reform Act of 2002 (20 U.S.C. 9501). (20 U.S.C. 2302(25))

Scientifically based research standards means research standards that--

(a) Apply rigorous, systematic, and objective methodology to obtain reliable and valid knowledge relevant to education activities and programs; and

(b) Present findings and make claims that are appropriate to, and supported by, the methods that have been employed.

The term includes, appropriate to the research being conducted--

(a) Employing systematic, empirical methods that draw on observation or experiment;

(b) Involving data analyses that are adequate to support the general findings;

(c) Relying on measurements or observational methods that provide reliable data;

(d) Making claims of causal relationships only in random assignment experiments or other designs (to the extent such designs substantially eliminate plausible competing explanations for the obtained results);

(e) Ensuring that studies and methods are presented in sufficient detail and clarity to allow for replication or, at a minimum, to offer the opportunity to build systematically on the findings of the research;

(f) Obtaining acceptance by a peer-reviewed journal or approval by a panel of independent experts through a comparably rigorous, objective, and scientific review; and

(g) Using research designs and methods appropriate to the research question posed. (20 U.S.C. 2302(25) and 9501(18))

Special populations means--

(a) Individuals with disabilities;

(b) Individuals from economically disadvantaged families, including foster children;

(c) Individuals preparing for nontraditional training fields;

(d) Single parents, including single pregnant women;

(e) Displaced homemakers; and

(f) Individuals with limited English proficiency. (20 U.S.C. 2302(29))

Note: Definitions of the terms "nonprofit," "private," and "public" are in 34 CFR 77.1.

Applicants are encouraged to review all applicable definitions in section 3 of the Act.

Waiver of Proposed Rulemaking: Under the Administrative Procedure Act (5 U.S.C. 553), the Department generally offers interested parties the opportunity to comment on proposed non-statutory requirements, definitions, and selection criteria. Section 437(d)(1) of GEPA, however, allows the Secretary to exempt from rulemaking requirements, non-statutory requirements, definitions, and selection criteria governing the first grant competition under a new or substantially revised program authority. This is the first grant competition for this program under section 114(d)(4) and (5) of the Act and, therefore, qualifies for this exemption. In order to ensure timely grant awards, the Secretary has decided to forgo public comment on the non-statutory requirements, definitions, and selection criteria under the authority of section 437(d)(1) of GEPA. These non-statutory requirements, definitions, and selection criteria will apply to the FY 2006 competition only.

Program Authority: 20 U.S.C. 2324(d)(4) and (5).

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

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: \$2,200,000 for the first 10 months of the project, and \$4,500,000 for funding 12-month project periods for each successive 12-month budget period for years two through five. Continuation of funding for the Center is subject to the availability of funds and to the grantee meeting the requirements of 34 CFR 75.253. FY 2006 funds will be used for new awards under this competition.

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: The following entities are eligible to apply under this competition:

- (a) Institutions of higher education.

(b) Public or private nonprofit organizations or agencies. (See 34 CFR 75.51, "How to prove nonprofit status.")

(c) A consortium of institutions of higher education, or of public or private nonprofit organizations or agencies. Eligible applicants seeking to apply for funds as a consortium must comply with the regulations in 34 CFR 75.127-75.129, which address group applications.

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

IV. Application and Submission Information

1. Address to Request Application Package: Dr. Ricardo Hernandez, U.S. Department of Education, 400 Maryland Avenue, SW., room 11137, Potomac Center Plaza, Washington, DC 20202-7241. Telephone: (202) 245-7818. Or Fax: (202) 245-7837 or e-mail: Ricardo.Hernandez@ed.gov.

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

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

the person listed under Alternative Format in section VIII of this notice in this section.

2. Content and Form of Application Submission:

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

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. There is no page limit for the application narrative; however, you must use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs.
- Use a font that is either 12 point or larger or not smaller than 10 pitch (characters per inch).

3. Submission Dates and Times:

Applications Available: June 11, 2007.

Deadline for Transmittal of Applications: August 10, 2007.

Applications for grants under this program may be submitted electronically using the Grants.gov Apply site (Grants.gov), or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery, please refer to section IV. 6. Other Submission Requirements in this notice.

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

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

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

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

6. Other Submission Requirements:

Applications for grants under this competition may be submitted electronically or in paper format by mail or hand delivery.

a. Electronic Submission of Applications.

To comply with the President's Management Agenda, we are participating as a partner in the Government wide Grants.gov Apply site. The National Research Center for Career and Technical Education, CFDA Number 84.051A, is included in this project. We request your participation in Grants.gov.

If you choose to submit your application electronically, you must use the Government wide Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

You may access the electronic grant application for the National Research Center for Career and Technical Education at <http://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 84.051, not 84.051A).

Please note the following:

- Your participation in Grants.gov is voluntary.

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.

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

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this

competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at <http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf>

- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see http://www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

- You will not receive additional point value because you submit your application in electronic format, nor will we

penalize you if you submit your application in paper format.

If you submit your application electronically, you must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- If you submit your application electronically, you must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

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

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt

by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

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

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

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

If you submit an application after 4:30 p.m., Washington, DC time, on the application deadline date, please contact the

person listed under For Further Information Contact in section VII in this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

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

b. Submission of Paper Applications by Mail.

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.051A)
400 Maryland Avenue, SW
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center, Stop 4260
Attention: (CFDA Number 84.051A)
7100 Old Landover Road
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

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

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.051A)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA

number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

Selection Criteria: The selection criteria for this program are as follows. The maximum score for each criterion is indicated in parentheses. The maximum score for all the criteria is 105 points.

(a) Quality of project design (30 points). The Secretary considers the quality of the project design. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the proposed project activities represent a--

(i) Coherent, sustained approach that is exceptional for each of the required research, evaluation, development, dissemination, professional development, and technical

assistance activities described in the Required Project Activities section of this notice; and

(ii) Balance between secondary and postsecondary education.

(2) The significance or magnitude of the scientifically based research proposed by the project, especially as it relates to improvement in teaching and student outcomes.

(3) The extent to which the proposed research design includes--

(i) A model in which multiple investigators conduct studies that are coordinated around the research strands or thematic areas on which the applicant proposes to focus; and

(ii) The use of appropriate theoretical models and scientifically based research standards that represent the most rigorous designs appropriate to the research being proposed.

(4) The extent to which the proposed dissemination plan includes: (i) a thorough, high-quality review of the relevant literature to identify current promising or best practices that are accepted by the field as effective and are based on scientifically based research; (ii) a comparably rigorous, objective, and scientific review of instructional approaches, methods, programs, models, or strategies to be disseminated;

(iii) a high-quality plan for dissemination activities; and
(iv) the use of a variety of effective approaches.

(5) The extent to which the project proposes models for dissemination that incorporate approaches that meet the needs of different communities of users.

(6) The extent to which the professional development activities proposed by the project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.

(7) The extent to which the proposed technical assistance plan reflects in-depth knowledge and understanding of available scientifically valid, research-based practice, evidence-based practice, or both, to improve student achievement in academic and career and technical education, and demonstrates knowledge of, and access to, reliable sources for obtaining such knowledge on an ongoing basis.

(8) The extent to which the proposed project will consult with sponsors of similar or related efforts, and with other appropriate community, State, and Federal resources, such as those of the Department's Policy and Program Studies Service, Comprehensive Centers (particularly the National High School Center), National Research and Development Centers, and Regional Educational Labs.

(b) Institutional capability (15 points). The Secretary considers the institutional capability of the applicant or of consortium members, if the applicant is a consortium. In assessing institutional capability, the Secretary reviews the application to determine the extent to which the applicant understands the state of knowledge and practice related to career and technical education, as evidenced by the depth and breadth of its documented experience in and capacity for--

(1) Conducting scientifically based research, development, evaluation, dissemination, professional development, and technical assistance activities of the type described in the Required Program Activities section of this notice; and

(2) Delivering technical assistance across a range of urban and rural educational settings.

(c) Quality of the management plan (20 points). The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

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

(2) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timeliness and milestones for accomplishing project tasks, and a clearly articulated plan for continuous improvement.

(3) The adequacy of procedures for coordination and communication among staff, subcontractors, members of the consortium, if any, and the Department, in particular, for the frequent and detailed communication that will be required under the cooperative agreement between the Center and the Department's Office of Vocational and Adult Education.

(4) The adequacy of mechanisms for ensuring high-quality research and evaluation, dissemination, technical assistance, and professional development from the proposed project.

(5) The adequacy of the plans for an objective independent assessment, in accordance with the Program Requirements section of this notice, of the Center's performance on the GPRA measures.

(d) Quality of personnel (20 points). The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the following:

(1) The extent to which the application presents evidence of the Center Director and key personnel having a history of

conducting high-quality scientifically based research, including whether the studies described as evidence of the applicant's performance history were well-designed and implemented, and addressed research questions of practical and policy importance.

(2) The extent to which the application presents evidence of professional preparation and successful prior experience of the Center's director and other key personnel, including contractors, key consultants, and partners, if any, that indicate that each has the knowledge, skills, and ability to carry out successfully the responsibilities they are assigned under the project, including the--

(i) Center Director's and key personnel's expertise and demonstrated successful experience with scientifically based research, effective technical assistance, and other activities similar to those that are to be carried out under the project; and

(ii) Demonstrated effectiveness of the Center Director and key personnel in providing technical assistance that utilizes scientifically based research and improves the academic and technical skill proficiencies of career and technical education students.

(3) The extent to which the time commitments of the Center Director and key personnel are appropriate and adequate to meet proposed project objectives.

(4) The extent to which the Center Director has prior relevant experience operating a project of the size and scope required for the purposes of the Center.

(5) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(e) Adequacy of resources (10 points). The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers the following factors:

(1) The adequacy of resources for the proposed project, including facilities, equipment, supplies, and other resources needed to carry out successfully the purpose and activities of the proposed project.

(2) The extent to which the budget is adequate to support the proposed project.

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

(f) Evaluation (10 points). The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

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

(2) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

(3) The extent to which the methods of evaluation will provide timely guidance for quality assurance.

(4) The extent to which the methods of evaluation--

(i) Include the use of objective performance measures that are clearly related to the intended outcomes of the project;

(ii) In determining the overall effectiveness of the Center, take into account the Center's performance on the GPRA measures in the Performance Measures section of this notice; and

(iii) Will produce quantitative and qualitative data, to the extent possible.

(5) The extent to which the methods of evaluation will ensure feedback on performance and continuous improvement in the operation of the proposed project.

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 Notice (GAN). We may notify you informally, also.

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

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

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

3. Reporting. (a) 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

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

(b) In addition, the Center must submit to the Secretary the following reports:

(1) Monthly exception reports that describe--

(i) Any problems, delays, or adverse conditions that materially impair the ability of the Center to accomplish its purposes, along with an explanation of any action taken or contemplated to resolve the difficulties; and

(ii) Any favorable developments that will permit the Center to accomplish its purposes sooner, at less cost, or more effectively than projected.

(2) Semi-annual performance reports.

(3) During the first 10 months of the project, financial status reports within 30 days of the 90th day, 180th day, and 270th day of the project period.

(4) Three printed copies and one electronic copy (pdf) of all substantive reports and products.

(5) An interim evaluation report in the third year of the project period and a final evaluation report in the fifth year of the project period.

(6) An annual report on the GPRA measures identified in the Performance Measures section of this notice.

(c) The Center must annually prepare a report of the key research findings of the Center and submit copies of the report to the Secretary, the relevant committees of Congress, the Library of Congress, and each "eligible agency," as defined in section 3(12) of the Act.

4. Performance Measures: Under GPRA, Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement. One important source of program information on successes and lessons learned is the project evaluation conducted under individual grants. In evaluating the overall effectiveness of the Center, the Center must also be prepared to measure and report annually on the following measures of effectiveness:

a. The percentage of scientifically based research studies conducted by the Center that are of high relevance to career and technical education practices as determined by expert panels.

b. The percentage of products (e.g., instructional approaches, methods, programs, models, and strategies) disseminated to practitioners by the Center that are judged by expert panels to be of high quality.

c. The percentage of technical assistance services that are judged by target audiences to be of high usefulness to educational policy or practice.

d. The percentage of professional development activities offered by the Center that are judged by participants to be of high quality.

VII. Agency Contacts

For Further Information Contact: Dr. Ricardo Hernandez, U.S. Department of Education, 400 Maryland Avenue, SW., room 11137, Potomac Center Plaza, Washington, DC 20202-7241. Telephone: (202) 245-7818, Fax: (202) 245-7837, or by e-mail: Ricardo.Hernandez@ed.gov.

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

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII in this notice.

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

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: www.gpoaccess.gov/nara/index.html

Dated:

Troy R. Justesen,
Assistant Secretary for
Vocational and Adult Education.

PART IV: PROGRAM STATUTE

The relevant section of the Carl D. Perkins Career and Technical Education Act of 2006 is included below. The full statute can be found at http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=109_cong_public_laws&docid=f:publ270.109.

SEC. 114 (d).

(4) RESEARCH-

(A) IN GENERAL- From amounts made available under subsection (e), the Secretary, after consulting with the States, shall award a grant, contract, or cooperative agreement, on a competitive basis, to an institution of higher education, a public or private nonprofit organization or agency, or a consortium of such institutions, organizations, or agencies to establish a national research center--

(i) to carry out scientifically based research and evaluation for the purpose of developing, improving, and identifying the most successful methods for addressing the education, employment, and training needs of participants, including special populations, in career and technical education programs, including research and evaluation in such activities as--

(I) the integration of--

(aa) career and technical instruction; and

(bb) academic, secondary and postsecondary instruction;

(II) education technology and distance learning approaches and strategies that are effective with respect to career and technical education;

(III) State adjusted levels of performance and State levels of performance that serve to improve career and technical education programs and student achievement;

(IV) academic knowledge and career and technical skills required for employment or participation in postsecondary education; and

(V) preparation for occupations in high skill, high wage, or high demand business and industry, including examination of--

(aa) collaboration between career and technical education programs and business and industry; and

(bb) academic and technical skills required for a regional or sectoral workforce, including small business;

(ii) to carry out scientifically based research and evaluation to increase the effectiveness and improve the implementation of career and technical education programs that are integrated with coherent and rigorous content aligned with challenging academic standards, including conducting research and development, and studies, that provide longitudinal information or formative evaluation with respect to career and technical education programs and student achievement;

(iii) to carry out scientifically based research and evaluation that can be used to improve the preparation and professional development of teachers, faculty, and

administrators, and to improve student learning in the career and technical education classroom, including--

(I) effective in-service and preservice teacher and faculty education that assists career and technical education programs in--

(aa) integrating those programs with academic content standards and student academic achievement standards, as adopted by States under section 1111(b)(1) of the Elementary and Secondary Education Act of 1965; and

(bb) coordinating technical education with industry-recognized certification requirements;

(II) dissemination and training activities related to the applied research and demonstration activities described in this subsection, which may also include serving as a repository for information on career and technical skills, State academic standards, and related materials; and

(III) the recruitment and retention of career and technical education teachers, faculty, counselors, and administrators, including individuals in groups underrepresented in the teaching profession; and

(iv) to carry out such other research and evaluation, consistent with the purposes of this Act, as the Secretary determines appropriate to assist State and local recipients of funds under this Act.

(B) REPORT- The center conducting the activities described in subparagraph (A) shall annually prepare a report of the key research findings of such center and shall submit copies of the report to the Secretary, the relevant committees of Congress, the Library of Congress, and each eligible agency.

(C) DISSEMINATION- The center shall conduct dissemination and training activities based upon the research described in subparagraph (A).

(5) DEMONSTRATIONS AND DISSEMINATION- The Secretary is authorized to carry out demonstration career and technical education programs, to replicate model career and technical education programs, to disseminate best practices information, and to provide technical assistance upon request of a State, for the purposes of developing, improving, and identifying the most successful methods and techniques for providing career and technical education programs assisted under this Act.

(e) Authorization of Appropriations- There are authorized to be appropriated to carry out this section such sums as may be necessary for each of fiscal years 2007 through 2012.

PART V: FORMS, NOTICES, STATEMENTS

In addition to the requirements in this Part, the application must meet the following requirements:

1. Table of Contents

The proposal must include a Table of Contents that shows where and how the sections of your proposal are organized. Applicants submitting through Grants.gov should attach the Table of Contents to the “Other Attachments” Form.

2. Project Abstract

The Project Abstract should include no more than two pages summarizing each proposed project in the application, including a short description of the research questions, research modalities, and expected value of the project to the field. Your project abstract should be clear, concise, and to the point. The application may include supporting documentation as appendices to the project abstract. Be sure that this material is concise and pertinent to this program competition. The Project Abstract should be after the Table of Contents and before the Program Narrative. Applicants submitting through Grants.gov should attach the Project Abstract to the “ED Abstract” Form.

3. Program Narrative

The Program Narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. There is no page limit for the application narrative; however, please keep your narrative concise and focused. You also must use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs.
- Use a font that is either 12-point or larger or not smaller than 10 pitch (characters per inch).
- Applicants submitting through Grants.gov should attach the Program Narrative to the “Project Narrative Attachment” Form.

4. Budget Narrative

- Budget narrative should be attached to the Budget Attachment Form.

5. Additional submission requirements

- Please do not submit your application bound.

- All sections of the application and all appendices or attachments must be suitable for photocopying in order to be included in the materials given to the peer reviewers. Please use one side of the page.

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 – Microsoft Vista and Word 2007 Users

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/help/submit_application_faqs.jsp#10. For more detailed information on why an application may be rejected, you can review Application Error Tips <http://www.grants.gov/section910/ApplicationErrorTips.pdf>. If you discover your application is late or has been

rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via 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 use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

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 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

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

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

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

MAC Users

If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/resources/download_software.jsp#non_window. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: <http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf>, and/or contact Grants.gov Customer Support (<http://www.grants.gov/contactus/contactus.jsp>) for more information. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to**

obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

INSTRUCTIONS FOR THE SF-424

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

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

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

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<i>Type of Application: (Required) Select one type of application in accordance with agency instructions.</i> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	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 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by
	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>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <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>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.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
9.	<p>Type of Applicant: (Required)</p> <p>Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="154 693 844 1249"> <tr> <td data-bbox="154 693 503 1249"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td data-bbox="503 693 844 1249"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>	<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>
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>			

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 For 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 For 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, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

DEFINITIONS FOR

DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student)

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

B. Exemptions.

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

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

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.*** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the

confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.

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

B. Nonexempt Research Narrative.

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

(1) Human Subjects Involvement and Characteristics:

Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of

special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

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

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

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

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

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

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

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

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

Instructions for ED 524

General Instructions

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

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

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

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

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

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

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

Indirect Cost Information:

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

76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary Non-Federal Funds

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

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

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

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

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave 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. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate.

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

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

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

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

4. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

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

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.

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

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

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