

**U.S. Department of Education
Office of Elementary and Secondary Education
Office of Indian Education
Washington, D.C. 20202-6200**

Fiscal Year 2016

**Application for New Grants Under
The Indian Education Demonstration Grants Program
CFDA 84.299A**



**Dated Material - Open Immediately
Closing Date:**

**Approved OMB Number: 1810-0722
Expiration Date: 06/30/2018**

Public 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. Public reporting burden for this collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Title VII, Part A, of the Elementary and Secondary Education Act, as amended). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1810-0722. Note: Please do not return the completed Indian Education Demonstration Grant application to this address.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: John Cheek, Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3W207, Washington, DC 20202.

Table of Contents

A) Program Background Information	2
B) Definitions.....	5
C) Frequently Asked Questions (FAQs).....	7
D) Notice of Intent to Apply.....	19
E) Application Procedures.....	19
F) Application Instructions	27
Electronic Application Submission Checklist.....	27
Part 1: Preliminary Documents.....	28
Part 2: Budget Information.....	37
Part 3: ED Abstract Form	40
Part 4: Project Narrative Attachment Form	41
Part 5: Budget Narrative	45
Part 6: Other Attachments.....	50
Part 7: Assurances and Certifications	53
Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372).....	51
G) Reporting and Accountability.....	56
H) Legal and Regulatory Information.....	57
Notice Inviting Applications	57



United States Department of Education
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF INDIAN EDUCATION

Dear Colleague:

Thank you for your interest in the Indian Education Demonstration Grant program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education (Department).

Please take the time to review the applicable priorities, selection criteria, and all of the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (34 CFR 75.216 (b) and (c)).

This competition contains one absolute priority and three competitive preference priorities. The absolute priority is to fund Native Youth Community Projects (NYCP). We will award up to 10 additional points to an application, depending on how well it meets one or more of the preference priorities.

For this competition, it is **mandatory** for applicants to use the government-wide website, Grants.gov (<http://www.grants.gov>), to apply. Please note that the Grants.gov site works differently than the U.S. Department of Education's e-Application System. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that you register *and* submit early.

Also be aware that applications submitted to Grants.gov for the Department of Education will now be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 9.0.0). Please review the **Submitting Applications with Adobe Reader Software** and **Education Submission Procedures and Tips for Applicants** forms found within this package for further information and guidance related to this requirement.

Using Fiscal Year (FY) 2016 funds, the Department expects to award \$17,400,000 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 48 months. Grants are expected to be awarded by September.

Please visit our program website at <http://www2.ed.gov/about/offices/list/oese/oie/index.html> for further information. If you have any questions about the program after reviewing the application package, please contact John Cheek, Indian Education Demonstration Grants program, U.S. Department of Education, 400 Maryland Avenue, SW, room 3W207, Washington D.C. 20202-6335.

Joyce Silverthorne
Director

Program Background Information

Program Overview

The purpose of the Demonstration Grants for Indian Children (Demonstration Grants) program is to provide financial assistance to projects that develop, test, and demonstrate the effectiveness of services and programs to improve the educational opportunities and achievement of preschool, elementary, and secondary Indian students.

Authority

This grant program is authorized under Section 7121 of the Elementary and Secondary Education Act, 20 U.S.C. 7441.

Official Documents Notice

The official document governing this competition is the Notice Inviting Applications (NIA) published in the Federal Register on February 29, 2016 (See Legal and Regulatory Documents of this application package). The NIA is also available electronically at the following Web sites: www.FederalRegister.gov and www.gpo.gov.

Eligible Applicants

Eligible applicants include a State educational agency, local educational agency, Indian tribe, Indian organization, federally supported elementary school or secondary school for Indian students, Indian institution (including an Indian institution of higher education (IHE)), or a consortium of such entities. The definitions for eligible applicants, in addition to all applicable definitions, may be found in 34 CFR 263.20 at the following Website: http://www.ecfr.gov/cgi-bin/text-idx?SID=34732a1c0ea25c5062200c7087b80f1c&mc=true&node=se34.1.263_120&rgn=div8

The absolute priority for NYCP requires that an applicant be a member of a partnership that includes at least one tribe (or its tribal education agency (TEA)) and at least one LEA or BIE-funded school. Applications will be rejected that do not include at least these two types of partners. Including as a partner an Indian organization or Indian IHE does not satisfy the requirement, under the absolute priority, of including the tribe itself as one of the partners. However, a tribal college or tribal nonprofit could apply without the tribe as partner if the application includes a tribal resolution that authorizes the tribal college to apply for this specific grant on behalf of the tribe.

Absolute Priority

The FY 2016 competition includes one absolute priority to fund Native Youth Community Projects.

Competitive Preference Priorities:

The FY 2016 competition includes three competitive preference priorities. Under 34 CFR 75.105(c)(2)(i) we will award up to ten additional points to an application, depending on how well the application meets one or more of these priorities. These priorities are:

Competitive Preference Priority One

We award two points to an application proposing to serve a rural local community. To meet this priority, a project must include an LEA that is eligible under the Small Rural School Achievement (SRSA) or Rural and Low-Income School (RLIS) programs or a Department of the Interior, Bureau of Indian Education (BIE)-funded school that is located in an area designated by the U.S. Census Bureau with a locale code of 42 or 43.

Competitive Preference Priority Two

Although all NYCP grantees are required to have an eligible Indian tribe (or its TEA) as a partner, we award four points to an application in which the lead partner is an eligible Indian tribe (or its TEA), an Indian organization, or a Tribal College or University.

Competitive Preference Priority Three

We award four points to an application that meets one or more of the following criteria:

- (a) Designed to serve a local community within a federally designated Promise Zone; or
- (b) Submitted by a partnership or consortium in which the lead applicant or one of its partners has received a grant in the last four years under one or more of the following grant or enhancement programs:
 - (1) State Tribal Education Partnership (title VII, part A, subpart 3).
 - (2) Sovereignty in Indian Education Enhancements (Department of the Interior).
 - (3) Alaska Native Education Program (title VII, part C).
 - (4) Promise Neighborhoods.
 - (5) Tribal Education Department Grants (Department of the Interior).

Note: An application will not receive points for both (a) and (b).

Program Contact

Please contact John Cheek by telephone at (202) 401-0274 or via email at John.Cheek@ed.gov after reviewing the application package if you have any questions about the program.

Project Period

The project period for this grant is 48 months (4 budget periods of 12 months each).

Note: Continuation of each successive grant period is subject to satisfactory performance, submission of an annual report, and availability of funds.

Grant Award Estimations

We estimate that awards will average \$900,000 within the range from \$500,000 to \$1,000,000. We expect to award 19 grants.

Application Due Date

Applications must be submitted on or before May 31, 2016. Please note that the Department of Education (Department) grant application deadlines are 4:30:00 P.M. Washington, D.C. time. **Late applications will not be accepted.** *We strongly suggest that you submit your application several days before the deadline.* The Department is required to enforce the established deadline

to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

Application Submission

Applications **must** be submitted electronically using the Government-wide Grants.gov Apply site at www.Grants.gov. See “Application Submission Procedures” for information on how to submit applications electronically.

Project Director Time Commitment

Applicants are requested to provide the percentage of the Project Director’s time that will be dedicated to the grant project if funded. For example, if the Project Director works 40 hours per week and spends 20 hours per week working on grant activities, then the time commitment for the Project Director would be 50 percent. We suggest that applicants include this information in the budget narrative or add this information to the Project Director line on the Department of Education Supplement to the Standard Form 424.

E-Mail Addresses

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

Application Components Include:

Part 1: Preliminary Documents

- Application for Federal Assistance (Form SF 424)
- ED Supplemental Information for SF 424

Part 2: Budget Information

- ED Budget Information Non-Construction Programs (ED Form 524)

Part 3: ED Abstract Form

- Project Abstract

Part 4: Project Narrative Attachment Form

- Application Narrative

Part 5: Budget Narrative Attachment Form

- Budget Narrative

Part 6: Other Attachments

Application Requirements

Required of All Applicants

To be considered for an award under this competition, each eligible applicant must provide a detailed project narrative and budget narrative. Along with the application narrative, an applicant must submit its:

- Description of the defined geographic area to be served
- Needs Assessment or Other Data Analysis
- Signed Partnership Agreement

- Evidence of Capacity
- Evidence of Involvement of Indian Tribes and Parents
- Demonstration of Research Basis
- Description of Continuing Activities
- Individual Resumes for Project Directors & Key Personnel

When applicable, the applicant also must submit:

- Documentation of Indian Organization
- Request for Competitive Preference Three
- [Certification of Consistency with Promise Zone Goals and Implementation](#)
- Copy of the Indirect Cost Rate Agreement
- Administrative Cost Limit Waiver Request
- Intergovernmental Review (Executive Order 12372) State Single Point of Contact (SPOC) List

Part 7: Assurances and Certifications

- Assurances for Non-Construction Programs (SF 424B Form)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Grants.gov Lobbying Form (ED 80-0013 Form)
- General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA 427 Form)

Optional

- Other Supporting Documentation

ISDEAA Hiring Preference Requirements

Grants that serve primarily members of federally-recognized tribes are subject to the provisions of section 7(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638). That section requires that, to the greatest extent feasible, a grantee give to Indians preferences and opportunities for training and employment in connection with the administration of the grant; and give to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452(e)), preference in the award of contracts in connection with the administration of the grant.

Definitions

Federally supported elementary or secondary school for Indian students means an elementary or secondary school that is operated or funded, through a contract or grant, by the Bureau of Indian Education.

Indian means an individual who is--

- (1) A member of an Indian tribe or band, as membership is defined by the Indian tribe or band, including any tribe or band terminated since 1940, and any tribe or band recognized by the State in which the tribe or band resides;

- (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition;
- (3) Considered by the Secretary of the Interior to be an Indian for any purpose;
- (4) An Eskimo, Aleut, or other Alaska Native; or
- (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

Indian institution of higher education means an accredited college or university within the United States cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994, any other institution that qualifies for funding under the Tribally Controlled College or University Assistance Act of 1978, and the Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978.

Indian organization means an organization that--

- (1) Is legally established--
 - (i) By tribal or inter-tribal charter or in accordance with State or tribal law; and
 - (ii) With appropriate constitution, by-laws, or articles of incorporation;
- (2) Includes in its purposes the promotion of the education of Indians;
- (3) Is controlled by a governing board, the majority of which is Indian;
- (4) If located on an Indian reservation, operates with the sanction of or by charter from the governing body of that reservation;
- (5) Is neither an organization or subdivision of, nor under the direct control of, any institution of higher education; and
- (6) Is not an agency of State or local government.

Native youth community project means a project that is--

- (1) Focused on a defined local geographic area;
- (2) Centered on the goal of ensuring that Indian students are prepared for college and careers;
- (3) Informed by evidence, which could be either a needs assessment conducted within the last three years or other data analysis, on--
 - (i) The greatest barriers, both in and out of school, to the readiness of local Indian students for college and careers;
 - (ii) Opportunities in the local community to support Indian students; and
 - (iii) Existing local policies, programs, practices, service providers, and funding sources;
- (4) Focused on one or more barriers or opportunities with a community-based strategy or strategies and measurable objectives;
- (5) Designed and implemented through a partnership of various entities, which--
 - (i) Must include--
 - (A) One or more tribes or their tribal educational agencies; and
 - (B) One or more BIE-funded schools, one or more local educational agencies, or both; and
 - (ii) May include other optional entities, including community-based organizations, national nonprofit organizations, and Alaska regional corporations; and
- (6) Led by an entity that--
 - (i) Is eligible for a grant under the Demonstration Grants for Indian Children program; and

- (ii) Demonstrates, or partners with an entity that demonstrates, the capacity to improve outcomes that are relevant to the project focus through experience with programs funded through other sources.

FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs are designed to provide Demonstration Grants applicants with information about the 2016 competition.

Contents

GENERAL INFORMATION.....8

- 1. Who is eligible for the Demonstration Grants?.....8
- 2. Who can participate in a partnership under the Native Youth Community Project.....9
- 3. Can an entity other than the tribe (or its TEA) serve in the tribe's place as a required partner in the partnership with an LEA or BIE-funded school?.....9
- 4. How is the NYCP priority different from Demonstration Grant priorities in the past?.....9
- 5. What can we do with an NYCP grant?.....9
- 6. What age groups are served by NYCP?.....10
- 7. How can an applicant meet the rural priority?.....10
- 8. Can a tribe apply if the community includes students from multiple tribes?.....10
- 9. Can an entity we submit more than one application with different partners?.....10
- 10. Is an entity likely to be more successful with a tribal lead or LEA lead?.....10
- 11. My national Indian organization is considering applying for an NYCP grant and we represent tribes from multiple states. Are we eligible to apply?.....11
- 12. We are a small community with limited resources; should we still request the maximum award amount?.....11
- 13. What issues might prevent applications from being considered for funding?.....11

APPLICATION REQUIREMENT QUESTIONS.....12

- 14. What is the definition of "community" and how does this definition relate to a defined local geographic area?.....12
- 15. What is the required needs assessment or other data analysis; and what purpose does it serve?.....12
- 16. Must an applicant hire a contractor to conduct a needs assessment?.....12
- 17. What is meant by "opportunities" in the definition of NYCP?.....13
- 18. How can an applicant develop a project based on the local needs does assessment?.....13
- 19. How can an applicant involve "Indian tribes and parents of Indian children" in proposed activities?.....14
- 20. What does it mean to have a goal of college and career readiness as required by the definition of NYCP?.....14
- 21. What if our community supports readiness for careers in a subsistence economy?.....14
- 22. What are examples of existing resources in the definition of NYCP?.....15
- 23. What does "demonstrates the capacity to improve outcomes" mean?.....15
- 24. Do programs "funded through other sources" include philanthropic resources, as well as Federal, State, tribal, and local sources?.....15

25. What is a measurable objective?.....	16
26. Must the NYCP Application Include a Logic Model?.....	16
27. What is community collaborative effort and how can I demonstrate an increase?.....	16
28. How do I know where to include the required NYCP elements in my application?.....	16

TRIBAL COLLEGE AND UNIVERSITY QUESTIONS.....17

29. Can a tribal college apply, if it has a school district or BIE-funded school as partner or lead applicant?.....	17
30. What are the possible roles for IHEs in NYCPs?.....	17

GRANT ADMINISTRATION QUESTIONS.....18

31. What costs are permitted under these grants?.....	18
32. Can we include planning activities?.....	18
33. What technical assistance (TA) will be available to applicants and grant recipients?.....	18
34. Who must comply with the Indian Self Determination and Education Assistance Act (ISDEAA) hiring preference?.....	18
35. My Indirect Cost Rate Agreement is scheduled to expire shortly after my award is made (i.e., on October 1 of this year). What should we do?.....	19

FREQUENTLY ASKED QUESTIONS (FAQs)

These FAQs are designed to provide Demonstration Grants applicants with information about the 2016 competition.

GENERAL INFORMATION

1. Who is eligible for the Demonstration Grants?

The entities that are eligible to apply for Demonstration Grants are Indian tribes, Indian organizations, Bureau of Indian Education (BIE)-funded schools, Indian institutions (including Indian institutions of higher education (IHEs)), State educational agencies (SEAs), local educational agencies (LEAs), and consortia of such entities. The term “BIE-funded schools” includes tribally-controlled schools funded by BIE, as well as individual BIE-operated schools. All applications for the Native Youth Community Project (NYCP) priority under the Demonstration Grants competition must be submitted as part of a partnership, and the lead entity submitting the application must be one of these eligible entities. Under the absolute priority, the partnership must include at least one tribe or its tribal educational agency (TEA), and at least one LEA or BIE-funded school.

2. Who can participate in a partnership under the Native Youth Community Project priority?

Any configuration of entities can participate in a partnership under the NYCP priority as long as: 1) the lead applicant is an eligible entity; 2) the partnership includes the required partners, which are at least one tribe (or its TEA) and at least one LEA or BIE-funded school; and 3) at least one partner has demonstrated capacity to improve student outcomes that are relevant to the project focus, in accordance with the definition of NYCP. (See questions 23 and 24 for more information about demonstrated capacity.) Each project may include any other optional entities

that will be helpful for the project's success. For example, community-based organizations may be included in a partnership agreement submitted by an eligible lead entity.

The number and variety of partners need to be adequate to meet the objectives of the project. The applicant must decide with which tribes, schools, and other organizations, such as Indian IHEs, they should partner based on the needs of the population of American Indian or Alaska Native (AI/AN) children to be served by the project. The capacity and resources of the partners, collectively, must be sufficient to implement the proposed activities.

3. *Can an entity other than the tribe (or its TEA) serve in the tribe's place as a required partner in the partnership with an LEA or BIE-funded school?*

Yes, a tribe can authorize an entity, such as a tribal college or other IHE, or a tribal non-profit organization, to serve in its place in the partnership. In such cases, the application must include a tribal resolution that authorizes the entity to take the place of the tribe and to apply for this particular grant on behalf of the tribe. For 2016, the tribal resolution should reference the FY 2016 NYCP competition.

If so authorized by the tribe, the entity must partner with at least one LEA or BIE-funded school. However, if there is no such tribal resolution, a tribal college or tribal organization may be a part of a partnership that includes at least the two required partners, one tribe (or its TEA), and at least one LEA or BIE-funded school. Although not eligible to apply alone, such entities could play a major role in the proposed project.

4. *How is the NYCP priority different from Demonstration Grant priorities in the past?*

The NYCP is a priority under the Demonstration Grants program under title VII (Indian education) of the Elementary and Secondary Education Act of 1965 (ESEA) (prior to amendment by the Every Student Succeeds Act (ESSA)). The NYCP priority allows the local community to choose a project focus based on a needs assessment or other data analysis as well as the areas the community identifies as having the biggest impact on improving outcomes for AI/AN youth. Prior to FY 2015, priorities under the Demonstration Grants program focused on school readiness and college preparatory programs. Under the NYCP priority, applicants may choose to focus on school readiness or college preparation, as long as that is the area the community has identified, through a needs assessment or other data analysis, as having the biggest impact on improving outcomes for AI/AN youth.

5. *What can a grantee do with an NYCP grant?*

Activities under the NYCP priority must meet the purpose of the Demonstration Grants program, which is to develop, test, and demonstrate the effectiveness of services and programs to improve educational opportunities and achievement of AI/AN children. Therefore, while very broad, the scope of allowable activities under an NYCP are limited by statute (ESEA §7121(c)(1)). The beneficiaries of the Demonstration Grants must be Indian children (see definition of "Indian" in §263.20 of the regulations). Although it may be appropriate for an NYCP to focus on parents of AI/AN students (*e.g.*, parental involvement in schools or a family literacy approach) as a strategy to increase college and career readiness of Indian students, a general community-wide program to alleviate the effects of poverty, for example, would be outside the scope of an NYCP.

6. *What age groups are served by an NYCP?*

The term “youth” in Native Youth Community Project is not meant to limit the age groups of children served by the projects to adolescents. NYCP projects may address barriers experienced by AI/AN children from early childhood through the age limit for which the State provides free public education.

7. *How can an applicant meet the rural priority?*

LEAs qualify for the rural priority if they are eligible for assistance under either of the Rural Education Achievement Programs (REAP), that is, Small Rural School Achievement (SRSA) and Rural and Low-Income Schools (RLIS). BIE-funded schools, which are not eligible for REAP, meet the rural priority if they are located in areas assigned Census locale codes 42 and 43.

The list of LEAs eligible for SRSA and RLIS is available on the REAP webpage on the Department’s website at <http://www2.ed.gov/programs/reapsrsa/eligibility.html>. Information on Census locale codes is available on the National Center for Education Statistics’ webpage on the Department’s web site at http://nces.ed.gov/ccd/rural_locales.asp.

8. *Can a tribe apply if the community includes students from multiple tribes?*

Yes. We expect grantees to serve students from all tribes within an NYCP’s community. For schools that have students from multiple tribes with a presence in the community, we would encourage a tribe planning an NYCP application to consult with other relevant tribes. One option would be for all the affected tribes to be partners in the project. Another option is for the tribes in the community to agree to collaborate with the tribe or tribes that will serve as the project partner or partners.

9. *Can an entity submit more than one application with different partners?*

An entity may be a partner in multiple applications. In fact, one entity can be the lead applicant on multiple applications. Each application will be separately screened to determine whether the application meets requirements, and will be separately reviewed and scored. The proposed projects should not refer to services or activities that would be provided by a project described in another application. Also, the resources of the partnering entities, including personnel, must be sufficient to cover the commitments in all proposed projects. In other words, each project must be able to be implemented, as written, regardless of whether another proposed project is funded or not.

10. *Is an entity likely to be more successful with a tribal lead or LEA lead?*

For the fiscal year (FY) 2016 competition, we award four additional points under Competitive Preference Priority Two for applications with a tribal lead. The application should clearly designate the lead applicant, as well as the roles of each partner in the project. However, the selection criteria do not provide an advantage to one type of lead entity; rather, the selection criteria address the strength of the project described in the application and the quality of the project’s model.

11. *My national Indian organization is considering applying for an NYCP grant and we represent tribes from multiple States. Are we eligible to apply?*

National Indian organizations are eligible to apply for an NYCP grant provided they meet the definition of Indian organization in [34 CFR § 263.20](#) (see definitions section, section B of the application). When deciding whether to apply for this community-based project, national Indian organizations should consider the location and diverse nature of the tribes, Indian communities, and membership they represent. For example, if an organization representing tribes in Oklahoma and in Alaska submits an application for a project serving those tribes, it would be difficult to meet the requirement of a “community-based” approach as required under an NYCP. In this situation, we highly recommend that the entity submit multiple applications focusing on the unique and diverse cultural differences of each community.

Remember that Indian organizations are eligible to apply, but must include a tribe or its TEA and an LEA or BIE-funded school as partners. If you are applying as an Indian organization, you must provide evidence that you meet that definition under Part 6, Other Attachments, of the application.

12. *We are a small community with limited resources; should we still request the maximum award amount?*

The Department welcomes applicants from smaller communities. If a grant award in the estimated \$500,000 to \$1,000,000 range is larger than your community’s need, you are encouraged to request a smaller amount that is more appropriate for your circumstances. Under the selection criterion “Adequacy of resources,” applicants will be judged in part by the extent to which projected costs are reasonable in relation to the number of persons to be served and the anticipated results and benefits. Accordingly, a proper alignment between the size of the budget and the project described is important, and that may mean requesting an amount lower than the estimated average award or the estimated range of awards.

13. *What issues might prevent applications from being considered for funding?*

The following are examples, but not an exhaustive list, of problems with grant applications that prevent an application from being considered for funding:

- no partnership agreement included in application;
- no tribal partner included in the agreement;
- no LEA partner included in the agreement;
- partnership agreement not signed;
- budget exceeding 48 months;
- project narrative not included in application;
- application submitted in incorrect file type, including paper submission without prior approval; and
- late submission.

APPLICATION REQUIREMENT QUESTIONS

14. *What is the definition of “community” and how does this definition relate to a defined local geographic area?*

Community means a geographical area(s) where AI/AN students share similar needs and interests. Applicants should describe their rationale for selecting the boundaries of the project’s geographic area on the demonstrated needs of AI/AN students, and must include a description of the defined geographic area in Part 6, Other Attachments, of the application. The project must serve all AI/AN children or their families who are experiencing the identified barrier or barriers within the defined geographic area who share a demonstrated need. Resources and services must be directed toward identified need. Projects may not select a subpopulation of AI/AN children based on tribal affiliation. Projects may serve more than one geographic area where AI/AN students share similar demonstrated needs, but the project should still be focused on meeting community need.

15. *What is the required needs assessment or other data analysis, and what purpose does it serve?*

The needs assessment or other data analysis identifies the local barriers, existing resources, and potential opportunities to support the college and career readiness of Indian children in the community to be served by the proposed NYCP. Evidence of the needs assessment or other data analysis is required in Part 6, Other Attachments, of the application. The data or needs assessment must relate to the defined geographic area and participant population. If the needs assessment is lengthy, applicants can upload a summary statement in lieu of the actual document. To conduct the needs assessment, each applicant should analyze data on their defined geographic area and participant population to identify and assess the barriers, opportunities, and resources for AI/AN students for college and career readiness, prior to applying for a grant. It is possible to use an existing analysis, as long as it has been completed within the last three years. This analysis can use existing data sources and applicants do not need to contract with an outside entity to conduct a needs assessment. However, the needs assessment or data analysis must be sufficiently detailed to identify and assess the barriers and opportunities facing the community. After analyzing the community needs and opportunities, the applicant should choose the strategy or strategies that best address those needs or opportunities, based on factors that include the existing resources and the expertise of partners in the project. We expect that applicants will tailor their projects to address the significant need or opportunity identified by the applicant through the needs assessment.

The needs assessment will be reviewed under the selection criterion Need for Project. To ensure the peer reviewers have the information they need to rate applications, applicants should include a clear description of the evidence on needs, opportunities, and resources. The evidence from the needs assessment, however, informs the entire project and thus may affect aspects of the application evaluated under several selection criteria.

16. *Must an applicant hire a contractor to conduct a needs assessment?*

No. Applicants are not required to hire a contractor to perform a needs assessment or data analysis. An applicant may conduct its own needs assessment or may use an existing needs

assessment, as long as it was conducted for the same local community, was conducted within the last three years, and is relevant to the NYCP priority.

17. What is meant by “opportunities” in the definition of NYCP?

The definition of NYCP requires that the project be informed by data on not only barriers but also “opportunities in the local community to support Indian students” and requires that the project be “focused on one or more barriers or opportunities.” In this context, “opportunities” means untapped resources or areas of success that might be used to address the needs of the community (e.g., expanding a program to encourage enrollment in advanced secondary school classes, providing extracurricular opportunities, such as debate led by tribal elders, community service activities reflective of the partnership’s strengths or many other possibilities).

18. How can an applicant develop a project based on the local needs assessment?

The needs assessment or other data analysis will inform the strategy or strategies that best address the need or opportunity identified, based on factors that include the existing resources and the expertise of partners in the project. Applicants should tailor their projects to address the significant need or opportunity identified by the partnership. Due to increased funding compared to FY 2015, the Department expects to support more comprehensive projects that could include multiple strategies to reach a project’s objective. Applicants should describe how they selected the focus of their project and how they identified their resources and partners. Based on this information, applicants should propose the optimal way to address the need or opportunity by leveraging the available strengths and supports. In other words, the needs assessment informs the project focus, which informs the specific services to be provided, which informs the measurable objectives. Below is a sample worksheet that may be used to help determine the appropriate community-based focus for an NYCP application. The sample process may be adapted to fit the applicant’s needs.

#	KEY COMPONENTS	Issue to be considered
1	Our local barrier(s) to readiness from needs assessment:	Dropout rate; attendance rate; drug use
2	Ideas to support Indian students:	Create mentorships; improve school climate; improve current partnership with school district; support advanced AI students by creating a gifted and talented program; library liaison; home school liaison
3	Our existing local policies, programs, practices, service providers, and funding sources:	Tribal education codes; youth leadership; cultural studies; Title I funding; Title VII program; Johnson-O’Malley (JOM) funding; IHS office
4	Barriers or opportunities chosen to be project focus:	Dropout rate
5	Strategy or strategies chosen to address that focus area:	Upper Class Student Mentor Program: high school student mentors to work with at-risk younger students from the high school and middle school <i>(Identify mentors, create schedule, early college option, match mentor teams)</i>
6	Measurable Objective(s) for each strategy	1. During the 2016-2017 school year, <ul style="list-style-type: none"> - Mentors will meet individually at least 10 times with younger students. - Project will include at least 3 outings with all mentors and mentees, with one to include a tour of the local tribal college 2. During the 17-18 school year, [in addition to the objectives above]

- | | |
|--|---|
| | <ul style="list-style-type: none"> - the dropout rate will be reduced by at least 20% from the 15-16 year rate <p>3. During the 18-19 school year, [in addition to the objectives above]</p> <ul style="list-style-type: none"> - the dropout rate will be reduced by at least 30% from the 15-16 year rate |
|--|---|

19. How can an applicant involve “Indian tribes and parents of Indian children” in proposed activities?

In Part 6 of the application, “Other Attachments,” applicants must provide evidence of how both Indian tribes and parents have been, and will be, involved in developing and implementing the proposed activities. In addition, under the selection criterion “Quality of the management plan,” applications will be evaluated on the extent to which Indian tribes and parents of Indian children have been, and will be, involved in developing and implementing the proposed activities. For example, an applicant may submit evidence of consultation with parents regarding student needs for afterschool programming to satisfy the pre-application parent involvement requirement, and might submit a plan for acquiring feedback from parents throughout the grant period to satisfy the implementation involvement piece. The applicant could submit similar evidence with regard to tribal involvement, for example, evidence of strategy meetings with tribal leaders to develop the NYCP proposal, and planned meetings of the partnership, including tribal officials, throughout the grant period. If the tribe is the lead applicant, then it need only include evidence of parent involvement in developing and implementing the project.

20. What does it mean to have a goal of college and career readiness as required by the definition of NYCP?

The goal of all NYCP projects must be to improve the college and career readiness of Indian students in the local community. Each applicant must develop its own objectives for reaching that goal based on the needs assessment. The objectives may address in- or out-of-school issues. For example, a community might choose the objective of increasing third grade reading scores, increasing graduation rates, or creating more culturally appropriate climates among the early learning programs in the community.

There are many different measures for being on track for college and careers depending on the present levels of performance and development of AI/AN children. Applicants are free to use the measure or measures that make sense for their respective communities.

21. What if our community supports readiness for careers in a subsistence economy?

To participate in NYCP, the community’s needs assessment should reveal the barriers and opportunities for AI/AN youth, whether they want to participate fully in careers needed in the community or pursue postsecondary education and training. Communities with subsistence economies are encouraged to use the information gathered through the needs assessment, including their local resources, to consider how NYCP funding might introduce creative opportunities to prepare their AI/AN children to become lifelong adult contributors to the community, such as financial literacy and capability, legal and treaty negotiations, and effective language and communication.

22. What are examples of existing resources in the definition of NYCP?

The NYCP definition requires applicants to examine existing resources in determining the best strategy to reach the project goal. These resources, for grants funded in 2016, could include

existing funding sources also funded in 2016, such as the school district’s Title VII formula grant or Title I formula grant under the ESEA, and/or other Federal discretionary grants received by the district, tribe, or other organization. Additionally, philanthropic resources such as donations from private entities, and other sources could be leveraged for purposes in the approved application. Intellectual property may also be considered a valuable resource and may include the skills and knowledge of project partners. For example, if a tribe identified drug abuse as the greatest barrier to college and career readiness, and a local community organization has successfully started a program for middle school students to prevent drug use, that organization would be a valuable partner that could bring important resources to the project.

23. *What does “demonstrates the capacity to improve outcomes” mean?*

Each eligible NYCP applicant must demonstrate that either the lead applicant or one of the partners in the project has the capacity to improve student outcomes that are relevant to the project focus. This must be demonstrated through prior experience with programs funded through other sources. The evidence of past success that is submitted does not need to meet What Works Clearinghouse standards. However, the evidence of past success must be relevant to the project focus.

For example, if a tribe partners with a local school district and the partnership determines that the greatest barrier to student outcomes is high-school dropout rates, the partnership may choose a strategy focused on the local middle school and high school that includes cultural competence training for teachers and a new after-school program. In that case, the tribe should not submit evidence of its past success in the Head Start program that it runs, because that is not directly related to the specific strategy chosen for its NYCP. However, after researching local or national programs that have evidence of success in lowering the drop-out rate, the partnership could add a partner that has experience and success with such a program. The evidence of past success does not need to be specific to AI/AN students, but if it is not, the program model chosen must be modified to be culturally appropriate.

24. *Do programs “funded through other sources” include philanthropic resources, as well as Federal, State, tribal, and local sources?*

Yes. As noted in the answer to question 23, applicants must show that either the lead applicant or one of the partners has the demonstrated capacity to improve student outcomes that are relevant to the project focus, through prior experience with programs funded through other sources. We intend that applicants and their partners can describe this past experience with reference to programs funded from a wide range of sources, such as philanthropies, foundation grants, and State, local, or tribally-funded programs. Examples of Federal programs from which a partner can show evidence of success include grants funded through other offices in the Department (*e.g.*, Office of Special Education Programs; Office of Career, Technical, and Adult Education; and Office of Postsecondary Education) and through components of other departments (*e.g.*, Head Start, Substance Abuse and Mental Health Services Administration, Indian Health Service, Temporary Aid for Needy Families, and Bureau of Indian Education).

25. *What is a measurable objective?*

Measurable objectives state what will be done, to whom, by whom, when, and how it will be measured. Grantees must use measurable objectives to guide their work in carrying out the

strategy chosen to meet the purpose of the program and reach the goal of the project. The measurable objectives indicate how the program will result in the increased college and career readiness of Indian children. The measurable objectives might be significant activities or benchmarked steps, on which projects will report data using the annual performance report. Data collection might be more frequent based on the project management and evaluation plans. Examples include: increase the number of students in rigorous coursework by 20%, provide every 4th grade student with an additional 2 hours of native language instruction, and increase the number of counseling slots by 25%.

26. *Must the NYCP Application Include a Logic Model?*

No. In developing the project design, from the needs assessment to the completed application, applicants may find that a logic model is helpful in developing the project and aligning its parts. However, the application does not require a logic model.

27. *What is community collaborative effort and how can I demonstrate an increase?*

One of the GPRA performance measures (see NIA section VI.4) is designed to assess successful place-based projects in terms of increased community participation and collaboration in the project. Although this element may be difficult to assess with objective measurable data, all projects can collect self-reported data on collaborative efforts. For example, a grantee could conduct a pre- and post-assessment by giving a survey at the start of the grant period and at the end of each grant year. The survey could be given to participating partner entities as well as parents, businesses, school staff, etc., and could contain questions about the status of collaboration around student outcomes, the perceived relationship between school district and tribe, and other indicators. The purpose of the Demonstration Grants program is to “develop, test, and demonstrate the effectiveness of services and programs to improve educational opportunities and achievement of Indian children.” Although NYCP is a direct services grant, we expect that collaboration among partners will facilitate capacity-building within the community, generating positive results and practices for student college- and career-readiness beyond the period of Federal financial assistance.

Grantees will report the data for GPRA measures in the annual performance report (APR) due at the end of each budget period. The Office of Indian Education (OIE) will aggregate the data across all projects to report on the program’s overall performance. Projects also include project-specific data on their APRs. OIE project staff will work with the directors of funded projects to ensure appropriate project-specific data are collected and reported.

28. *How do I know where to include the required NYCP elements in my application?*

The NYCP absolute priority contains multiple submission requirements including verification of absolute priority focus. The table below will assist an applicant in determining if the applicant has addressed the appropriate NYCP absolute priority elements.

		SELECTION CRITERIA				UPLOADS
#	NYCP ELEMENTS OF ABSOLUTE PRIORITY	a. Need for Project	b. Quality of Project Design	c. Quality of Project Personnel	d. Quality of Adequacy of Resources	Part 6, Other Attachments
1	Focused on a defined local geographic area		YES			YES

2	Goal of college and career readiness of local Indian students		YES			
3	Informed by evidence (a needs assessment or other data analysis) on: (i) The greatest barriers to readiness; (ii) Opportunities in the local community to support Indian students; (iii) Existing local resources	YES				YES
4	Focused on one or more barriers or opportunities		YES			
5	Uses a community-based strategy or strategies		YES			
6	Includes measurable objectives		YES			
7	Partnership that— -includes the required entities; -is evidenced by a signed partnership agreement		YES		YES	YES
8	Lead applicant or a partner has demonstrated the capacity to improve outcomes that are relevant to the project focus			YES		YES

TRIBAL COLLEGE AND UNIVERSITY QUESTIONS

29. *Can a tribal college apply, if it has a school district or BIE-funded school as partner?*

A tribal college or other Indian IHE can apply under the priority for NYCP if it is part of a partnership that also includes at least the two required partners (tribe and school). Under such a partnership, the tribal college could play a major role in the proposed project. The only situation in which a tribal college could apply without the tribe as partner is if the application includes a tribal resolution that authorizes the tribal college to apply for this specific grant on behalf of the tribe. For 2016, the tribal resolution should reference the FY 2016 NYCP competition.

30. *What are the possible roles for IHEs in NYCPs?*

IHEs, including Native American Serving Non-tribal Institutions, can be vital partners in a NYCP; an Indian IHE can be a lead applicant. Although postsecondary education, training, or employment services are not allowable uses of funds under NYCP, an IHE could provide direct services to AI/AN youth. For example, an IHE could provide secondary transition services, offered to school-aged AI/AN children, that prepare them for postsecondary education, training, or employment. An IHE may partner with the tribe and school to provide dual enrollment for youth in secondary school. Also, the IHE might supervise internships for their pre-service teacher trainees, who implement project activities, such as before and after school programs for AI/AN children.

GRANT ADMINISTRATION QUESTIONS

31. *What costs are permitted under these grants?*

Applicants are responsible for ensuring that the costs stipulated in their proposed budget are reasonable, allocable, and necessary for addressing the proposed project effectively. The application must adequately describe the rationale for the proposed activities and their costs. In other words, an activity and its cost might be reasonable, allowable, and allocable in one project,

but not in another. Applicants should review the cost principles, particularly the guidance concerning “reasonable,” “allocable,” and “necessary” costs. The uniform administrative requirements and cost principles are published in 2 CFR part 200, which is available on the U.S. Government Printing Office website at [2 CFR part 200](#).

32. *Can we include planning activities?*

No. NYCP grants are to support implementation of proposed projects, and grant funds may not be used for planning purposes prior to implementation. In fact, we recommend that applicants propose activities that can begin immediately upon funding and will result in early tangible successes. However, as part of capacity-building efforts related to grant implementation, grantees may use funds to regularly collect and review performance and outcome data in order to improve the implementation of the project.

33. *What technical assistance (TA) will be available to applicants and grant recipients?*

The Office of Indian Education (OIE) will broadcast a series of pre-application webinars after the NIA is published in the Federal Register. The pre-application TA, including these webinars, will support potential applicants as they consider how to develop partnerships, how to conduct a local needs assessment, and how to design activities that address the barriers to display the relationship between the activities and desired changes/improvements.

After grants are awarded, OIE will provide on-going TA to grant recipients. This TA will support projects to work in, and with, tribal communities to improve student achievement, build the capacity of existing organizations and institutions, conduct community outreach, gain stakeholder buy-in, and refine strategies for reaching the project objectives.

The link to the 2016 pre-application TA webinars will be located [here](#).

34. *Who must comply with the Indian Self Determination and Education Assistance Act (ISDEAA) hiring preference?*

NYCP grants that are primarily for the benefit of members of federally-recognized tribes are subject to the provisions of section 7(b) of the ISDEAA (Pub. L. 93-638). That section requires that, to the greatest extent feasible, a grantee—

- (i) Give to Indians preferences and opportunities for training and employment in connection with the administration of the grant; and
- (ii) Give to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452(e)), preference in the award of contracts in connection with the administration of the grant.

A federally-recognized tribe that receives a NYCP grant is subject to the hiring preference. If such a tribe partners with an SEA or LEA or any other entity, that entity would be subject to the hiring preference when using NYCP funds. However, a State-recognized tribe generally would not be subject to this hiring preference.

35. *My Indirect Cost Rate Agreement is scheduled to expire shortly after my award is made (i.e., on October 1 of this year). What should we do?*

NYCP applicants that include indirect costs in their budget need to be aware of when their Indirect Cost Rate Agreement is due to expire. If the current rate expires prior to the start of the

first grant year, ED will attach special conditions to the grant, under which the grantee has the option of not charging indirect costs, or of using a temporary ED rate until the grantee obtains a new rate from its cognizant agency. There is another option for grantees that have never had an indirect cost rate. For further information about indirect costs, see the section under Part 5 of the application entitled “Important Information Regarding Indirect Costs.”

Notice of Intent to Apply

The Department will be able to review grant applications more efficiently if we know the approximate number of applicants that intend to apply. Therefore, the Assistant Secretary strongly encourages each potential applicant to notify us of their intent to submit an application for funding no later than April 29, 2016. To do so, please email John.Cheek@ed.gov with the subject line “Intent to Apply,” and include the following information:

1. Applicant's name, mailing address, and phone number;
2. Contact person's name and email address;
3. A defined local geographic community to be served;
4. Name(s) of partnering LEA(s) or BIE-funded school(s);
5. Name(s) of partnering tribe(s) or TEA(s); and
6. If appropriate, name(s) of other partnering organization(s).

Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.

Application Procedures

Technical Assistance Workshop

The Department intends to hold a pre-application webinar designed to provide technical assistance to interested applicants. Information about webinar times and instructions for registering are on the Department Web site at <http://www2.ed.gov/programs/indiandemo/applicant.html>. Please check the site regularly for updates.

Tips for Preparing and Submitting an Application

Beginning the Application Process

- Read this application package in its entirety, including the NIA, and make sure you follow all of the instructions.
- Read the Frequently Asked Questions section in this application package.
- If you do not understand an instruction or requirement, contact John Cheek, U.S. Department of Education, Office of Indian Education, Room 3W207, Washington, D.C. 20202. Telephone: (202) 401-0274 or by email: John.Cheek@ed.gov for information about this grant competition.

Preparing Your Application

- Organize your narrative according to the selection criteria headings and respond comprehensively.
- Be thorough in your responses. Write so that someone who knows nothing about your

community and the proposed activities, curricula, programs, and services can understand what you are proposing and why.

- Make sure your budget provides sufficient itemization and detailed descriptions about planned expenditures so Department staff can easily determine how amounts were calculated.
- Link your planned expenditures to the proposed activities, curricula, programs, and services. Do not request funds for miscellaneous purposes. Make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

Submitting Your Application

- Use the checklist provided in this application package to ensure your application is complete before submitting it.
- Make sure all required forms are included and signed by an Authorized Representative of your organization.
- Transmit your application by the deadline date and time. When submitting your application electronically, you must use Grants.gov at: www.grants.gov. Unless you qualify for an exception in accordance with the instructions found in the NIA, you must submit your application electronically.

What Happens Next?

- When your application is submitted through Grants.gov, the PR/Award number will be generated automatically. Please refer to this PR/Award number if you need to contact us about your application.
- Staff members screen each application to ensure that all program eligibility requirements are met and that all forms are included and signed by the Authorized Representative. Ineligible applicants will receive a notification letter, including the reasons for ineligibility.
- If eligible, your application will be assigned to a panel of independent reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100, depending upon how well it addresses the selection criteria.
- A Grant Award Notification will be sent to applicants whose proposals rank high enough to be awarded a grant. Both successful and unsuccessful applicants will receive peer reviewers' comments approximately 6 to 8 weeks after grant awards are announced. Unsuccessful applicants will also receive a notification letter. Please be sure your application contains a valid mailing address for both the Project Director and the Authorized Representative so that reviewers' comments can be successfully delivered.

Application Submission

The deadline for submission of Indian Education Demonstration Grants Program applications through Grants.gov is May 31, 2016

Application Transmittal Instructions

Attention Electronic Applicants: This program **requires** the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice.

Please note that you **must** follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

Applications Submitted Electronically

Applications for grants under this program must be submitted electronically using 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.

Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system **no later than 4:30:00 p.m., Washington, DC time, on the application deadline date**. Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date.

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in this application package to ensure that you submit your application in a timely manner to the Grants.gov system.

Please note the following:

- You must attach any narrative sections of your application as files in a **.pdf** (Portable Document) format. **If you upload a file type other than a .pdf file, or submit a password-protected file, we will not review that material.**
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.
- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters. 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.
- Your electronic application must comply with any page-limit requirements described in this application package.
- 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.

According to the instructions found in the Federal Register notice, only those requesting and qualifying for an exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

Submission of Paper Applications by Mail:

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.299A)
LBJ Basement Level 1
400 Maryland Avenue, S.W.
Washington, DC 20202-4260

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

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

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

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

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

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

Submission of Paper Applications by Hand Delivery:

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.299A)
550 12th Street, S.W.
Washington, DC 20202-4260

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

Note for Mail or Hand Delivery of Paper Applications:

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

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

Submitting Applications with Adobe Reader Software

The Department of Education, working with Grants.gov, is currently moving from using PureEdge software to using Adobe Reader software exclusively and applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Applicants will no longer need to use the PureEdge software to create or submit an application.

Please note: The compatible version of Adobe Reader is **required** for viewing, editing and submitting a complete grant application package for the Department of Education through Grants.gov. Applicants should confirm the compatibility of their Adobe Reader version **before** downloading the application. To ensure applicants have a version of Adobe Reader on their computer that is compatible with Grants.gov, applicants are encouraged to use the test package provided by Grants.gov that can be accessed at.

<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

Important issues to consider:

- If the applicant opened or edited the application package with any software other than the compatible version of Adobe Reader, the application package may contain errors that will be transferred to the new package even if you later download the compatible Adobe Reader version.
- Applicants **cannot** copy and paste data from a package initially opened or edited with an incompatible version of Adobe Reader and will need to download an **entirely new package** using the compatible version of Adobe Reader.
- Some applicants using an incompatible version of Adobe Reader **may have trouble** opening and viewing the application package while others may find they can open, view and complete the application package but **may not be able to submit** the application package through Grants.gov.
- Grants.gov **does not** guarantee to support versions of Adobe Reader that are not compatible with Grants.gov.
- Any and all edits made to the Adobe Reader application package **must** be made with the compatible version of Adobe Reader.

For your convenience, the latest version of Adobe Reader is available for free download at <http://get.adobe.com/reader/otherversions/>.

We strongly recommend that you review the information on computer and operating system compatibility with Adobe available at <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html> **before** downloading, completing or submitting your application.

Applicants are reminded that they should submit their application a day or two in advance of the closing date as detailed in the Federal Register Notice. 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.

Grants.gov Submission Procedures and Tips for Applicants

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

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.) We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. 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. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).)]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

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

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

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

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/support.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

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

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file

on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/support.html> 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/web/grants/applicants/applicant-resources.html>.

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

Attaching Files – Additional Tips

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

1. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with

the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

Application Instructions

Electronic Application Format

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions in this application package.

In accordance with 34 CFR 75.216 (b) and (c), an application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program.

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package or individually for each form on Grants.gov.

Important note: Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 9.0.0).

Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. Also, please review the **Submitting Applications with Adobe Reader Software** and **Education Submission Procedures and Tips for Applicants** forms found within this package for further information and guidance related to this requirement.

We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Applicants will no longer need to use the PureEdge software to create or submit an application. 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.

Instructions for all parts and forms of the application are found either on the following pages of the application package or individually for each form on Grants.gov.

Note: Please do not attach any narratives, supporting files, or application components to any forms unless it is specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided

within this application package.

Electronic Application Submission Checklist

Review your electronic application to ensure you have completed the following forms and sections. The complete sections with accompanying forms start on page 29 through 55.

Part 1: Preliminary Documents

- Application for Federal Assistance (Form SF 424)
- ED Supplemental Information for SF 424

Part 2: Budget Information

- ED Budget Information Non-Construction Programs (ED Form 524)

Part 3: ED Abstract Form

- Project Abstract

Part 4: Project Narrative Attachment Form

- Application Narrative

Part 5: Budget Narrative Attachment Form

- Budget Narrative

Part 6: Other Attachments

Required of All Applicants

- Description of the defined geographic area to be served
- Needs Assessment or other Data Analysis
- Signed Partnership Agreement
- Evidence of Capacity
- Evidence of Involvement of Indian Tribes and Parents
- Demonstration of Research Basis
- Description of Continuing Activities
- Individual Resumes for Project Directors & Key Personnel

Required, if Applicable

- Documentation of Indian Organization
- Request for Competitive Preference Priority Three
- [Certification of Consistency with Promise Zone Goals and Implementation](#)
- Copy of the Indirect Cost Rate Agreement
- Administrative Cost Limit Waiver Request
- Intergovernmental Review (Executive Order 12372) State Single Point of Contact (SPOC) List

Part 7: Assurances and Certifications

- Assurances for Non-Construction Programs (SF 424B Form)

- Disclosure of Lobbying Activities (Standard Form LLL)
- Grants.gov Lobbying Form (ED 80-0013 Form)
- General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA 427 Form)

Optional

- Other Supporting Documentation

Part 1: Preliminary Documents

- Application for Federal Assistance (Form SF 424)
- ED Supplemental Information for SF 424

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number).

When applying electronically via Grants.gov, you will need to ensure that the DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the System for Award Management (SAM; formerly the Central Contractor Registry).

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) **first**. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

Note: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

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.

This 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. A. Preapplication B. Application C. 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.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <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 – 3 characters District Number, e.g., CA-005 for California 5th th district, CA-012 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. 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.		
		18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by

	<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>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>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>	19.	<p>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>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>	20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="105 819 795 1596"> <tr> <td data-bbox="105 819 454 1596"> <ul style="list-style-type: none"> • State Government • County Government • City or Township Government • Special District Government • Regional Organization • U.S. Territory or Possession • Independent School District • Public/State Controlled Institution of Higher Education • Indian/Native American Tribal Government (Federally Recognized) • Indian/Native American Tribal Government (Other than Federally Recognized) • Indian/Native American Tribally Designated Organization • Public/Indian Housing Authority </td> <td data-bbox="454 819 795 1596"> <ul style="list-style-type: none"> • Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) • Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) • Private Institution of Higher Education • Individual • For-Profit Organization (Other than Small Business) • Small Business • Hispanic-serving Institution • Historically Black Colleges and Universities (HBCUs) • Tribally Controlled Colleges and Universities (TCCUs) • Alaska Native and Native Hawaiian Serving Institutions • Non-domestic (non-US) Entity • Other (specify) </td> </tr> </table>	<ul style="list-style-type: none"> • State Government • County Government • City or Township Government • Special District Government • Regional Organization • U.S. Territory or Possession • Independent School District • Public/State Controlled Institution of Higher Education • Indian/Native American Tribal Government (Federally Recognized) • Indian/Native American Tribal Government (Other than Federally Recognized) • Indian/Native American Tribally Designated Organization • Public/Indian Housing Authority 	<ul style="list-style-type: none"> • Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) • Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) • Private Institution of Higher Education • Individual • For-Profit Organization (Other than Small Business) • Small Business • Hispanic-serving Institution • Historically Black Colleges and Universities (HBCUs) • Tribally Controlled Colleges and Universities (TCCUs) • Alaska Native and Native Hawaiian Serving Institutions • Non-domestic (non-US) Entity • Other (specify) 	21.	<p>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. 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>
<ul style="list-style-type: none"> • State Government • County Government • City or Township Government • Special District Government • Regional Organization • U.S. Territory or Possession • Independent School District • Public/State Controlled Institution of Higher Education • Indian/Native American Tribal Government (Federally Recognized) • Indian/Native American Tribal Government (Other than Federally Recognized) • Indian/Native American Tribally Designated Organization • Public/Indian Housing Authority 	<ul style="list-style-type: none"> • Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) • Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) • Private Institution of Higher Education • Individual • For-Profit Organization (Other than Small Business) • Small Business • Hispanic-serving Institution • Historically Black Colleges and Universities (HBCUs) • Tribally Controlled Colleges and Universities (TCCUs) • Alaska Native and Native Hawaiian Serving Institutions • Non-domestic (non-US) Entity • Other (specify) 				

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

Instructions for U.S. Department of Education Supplemental Information for the 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. Items marked with an asterisk (*) are mandatory.

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

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the Federal Register will specify this information

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

3a. 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.

3a. 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 U.S. Department of Education Supplemental Information for SF-424.”)

3b. 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. Check 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 U.S. Department of Education Supplemental Information for the SF-424.”

3b. 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 attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (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. (A list of current FWAs is available at: <http://ohrp.cit.nih.gov/search/search.aspx?styp=bsc>) 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.

3c. If applicable, please attach your “Exempt Research” or “Nonexempt Research” narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II, “Instructions for Exempt and Nonexempt Human Subjects Research Narratives” in the attached page entitled “Definitions for U.S. Department of Education Supplemental Information for the SF-424.”

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.

No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. 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. 20202-0170. 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.

Definitions for ED 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 b. 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 b. 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, DC 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).

Part 2: Budget Information

ED Budget Information Non-Construction Programs (ED Form 524)

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for each year of the project (up to 48 months) and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided within this application package.

Instructions for completing ED Form 524 Section A:

Name of Institution/Organization: Enter the name of the applicant in the space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6. Applicants are strongly encouraged to budget funds for a representative from the partnering entities to accompany the project director in attending a Project Director's Meeting in the first three years of the grant.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (line 9): The sum of lines 1-8.

Note: Administrative costs are limited by statute to 5% of the total grant award.

Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per 34 CFR 75.560 – 75.564. If an applicant's approved indirect cost rate agreement with a cognizant Federal agency has expired and the applicant wishes to charge indirect costs to the grant, the applicant may use a temporary rate of 10 percent of budgeted direct salaries and wages while it negotiates a rate with its cognizant agency, per 34 CFR 75.560. An applicant with no previous ICR can use a de minimis rate of 10 percent of modified total direct costs (MTDC); these applicants do not need to negotiate for this rate (2 CFR 200.414(f)).

Training Stipends (line 11): This line item is not applicable to this program. The training stipend line item only pertains to costs associated with long term training programs and college or university coursework, not workshops or short-term training supported by this program.

*Salary stipends paid to teachers and other school personnel for participating in short-term professional development should be reported in **Personnel** (line 1).*

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1 (a)*, should also be equal to item 15a on the application cover sheet (SF Form 424).

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations cited within these instructions at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>. You may access requirements from 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions at: <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

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

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

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

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

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

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

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

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

(1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. If you checked "no," ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages (**complete (4) of this section when using the temporary rate**) subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In

addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check "Other," specify the name of the Federal or other agency that issued the approved agreement.

(3): If you check "no" in (1), indicate in (3) if you want to use the de minimis rate of 10 percent of MTDC (see 2CFR § 200.68). If you use the de minimis rate, you are subject to the provisions in 2 CFR § 200.414(f). Note: you may only use the 10 percent de minimis rate if you are a first-time Federal grant recipient, and you do not have an Approved Indirect Cost Rate Agreement. You may not use the de minimis rate if you are a State, Local government, or Indian Tribe, or if your grant is funded under a training rate or restricted rate program.

(4): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary Non-Federal Funds

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

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

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

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

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

Section C - Budget Narrative [Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

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

- b. The source of **the costs or contributions; and**
- c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

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

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

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

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

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

Part 3: ED Abstract Form

This section should be attached as a single document to the ED Abstract Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

□ Project Abstract

The project abstract should not exceed **two** double spaced pages and should identify the project partners (*i.e.*, the tribe(s) or their TEAs, the LEA(s) or BIE-funded school(s), and other organizations) and include a concise description of the following information:

- The description of the purpose and expected outcomes of the project.
- The defined local geographic area served by the project.
- The barrier(s) and opportunities to be addressed by the project.
- The community-based strategies and measurable objectives of the project.

Note: Grants.gov may include a note that indicates that the project abstract may not exceed one page; however, an abstract of more than one page may be uploaded.

Part 4: Project Narrative Attachment Form

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.*

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Table of Contents

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double spaced page.

Application Narrative

The application narrative responds to the selection criteria found in this application package and should follow the order of the selection criteria. The applicant can address many regulatory and application requirements of NYCP by responding in full to the selection criteria. If the applicant addresses them in the application narrative then no further evidence of meeting these requirements is needed. However, if they are not addressed in the application narrative then the application is ineligible.

The suggested page limit for the application narrative is **35** pages. The suggested standards for the narrative include:

- 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 no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The suggested page limit does not apply to the cover sheet; the budget section, including the budget narrative justification; the consortium or partnership agreement; the assurances and certifications; or the abstract, the resumes, the bibliography, or other required attachments.

Note: In drafting the project narrative, applicants should keep in mind that peer reviewers must consider only the information provided in the written project narrative when scoring and commenting on the application. Therefore, applicants should draft their project narratives with the goal of helping peer reviewers understand how the narrative content addresses the selection criteria.

Selection Criteria for Project Narrative

The maximum score for all criteria is 100 points. The points or weight assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria. The applicant must address all the following criteria, which come from 34 CFR 75.210 as well as the Notice of Final Regulations, published in the Federal Register on April 22, 2015.

Selection Criteria	Maximum Points
Need for Project	15 points
Quality of the Project Design	30 points
Quality of Project Personnel	10 points
Adequacy of Resources	10 points
Quality of the Management Plan	30 points
Quality of Project Evaluation	5 points

Panel readers will award points only for an applicant’s response to a given selection criterion that is contained within the section of the application designated to address that particular selection criterion. Readers will not review, or award points for responses to a given selection criterion that are in any other section of the application or appendices. However, readers will use the information contained within the Budget and Budget Narrative sections of the application to award points for relevant selection criteria responses.

In describing the proposed project, applicants should address the six selection criteria in the order in which they are listed.

Need for Project (Maximum 15 points). The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers the following factor:

- (i) The extent to which the project is informed by evidence, which could be either a needs assessment conducted within the last three years or other data analysis, of:
 - (1) The greatest barriers both in and out of school to the readiness of local Indian students for college and careers;
 - (2) Opportunities in the local community to support Indian students; and
 - (3) Existing local policies, programs, practices, service providers, and funding sources.

Note: In addressing this criterion, applicants may want to consider including sufficient information for the readers to assess the quality of the evidence.

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

- (i) (Up to 3 points) The extent to which the project is focused on a defined local geographic area.
- (ii) (Up to 3 points) The extent to which the proposed project is based on scientific research, where applicable, or an existing program that has been modified to be culturally appropriate for Indian students.
- (iii) (Up to 7 points) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

- (iv)(Up to 10 points) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
- (v) (Up to 7 points) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

Quality of Project Personnel (Maximum 10 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 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. In addition, the Secretary considers the following factors:

- (i) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (ii) The qualifications, including relevant training and experience, of key project personnel.
- (iii) The extent to which the applicant, or one of its partners, demonstrates capacity to improve outcomes that are relevant to the project focus through experience with programs funded through other sources.

Note: Please note that section 7(b) of the Indian Self-Determination and Education Assistance Act requires that to the greatest extent feasible, a grantee must give to Indians preference and opportunities in connection with the administration of the grant, and give Indian organizations and Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452(e)), preference in the award of contracts in connection with the administration of the grant.

Adequacy of Resources (Maximum 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:

- (i) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.
- (ii) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

Quality of the Management Plan (Maximum 30 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:

- (i) (Up to 14 points) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
- (ii) (Up to 3 points) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

- (iii) (Up to 10 points) The extent to which Indian tribes and parents of Indian children have been, and will be, involved in developing and implementing the proposed activities.
- (iv) (Up to 3 points) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

Quality of the Project Evaluation (Maximum 5 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 factor:

- (i) The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.

Note: A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and also outcome measures to assess the impact on teaching and learning or other important outcomes for project participants. More specifically, the plan should identify the individual or organization that has agreed to serve as evaluator for the project and describe the qualifications of that evaluator.

The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when the various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports of results and outcomes will be available; and (7) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote a level of resources to project evaluation appropriate to the size and scope of the grant.

Part 5: Budget Narrative

*This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov). It should be organized in the following manner and include the following parts in order to expedite the review process.*

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the length of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend file names be less than 50 characters.

Each application must provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project (up to 48 months).

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers, program office staff, and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds, project activities, and anticipated outcomes.

Important Note

Applicants are encouraged to review the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in [2 CFR part 200](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-A/part-200), as adopted and amended in 2 CFR part 3474.

Suggested Guidelines for the Budget Narrative

In accordance with 34 CFR 75.232, Department staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project and are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.

To facilitate the review of your Budget Narrative, we encourage each applicant to include the following information for each year of the project:

1. Personnel

- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

2. Fringe Benefits

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

3. Travel

- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

4. Equipment

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

5. Supplies

- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

6. Contractual

- Provide the purpose of the contract and its relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the

project, including the costs to be charged to this proposed grant award.

- Provide the basis for cost estimates or computations.

Note: see **Important Information Regarding Professional Services Contracts** below.

7. Construction

- Not applicable.

8. Other

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = \$500, postage = \$750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs

- The sum of expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant)

Note: Remember to provide a copy of the most recent approved indirect cost rate agreement in the Other Attachments section of the application. The indirect cost rate agreement establishes the maximum amount of indirect costs the applicant may charge to the grant.

However, applicants are not required to use the full negotiated indirect cost rate, and may choose to devote greater resources to direct costs. Additionally, see **Important Information Regarding Indirect Costs** below.

11. Training Stipends

- Not applicable.

12. Total Costs

- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project period (up 48 months)

Statutory Administrative Cost Limit

- Due to a statutory limitation, budgets cannot include administrative costs that exceed 5% of the total costs of the grant.
- We note that certain costs, such as travel, the project director salary, and evaluation, may not necessarily all be administrative but may be partly direct program cost and partly administrative.
- Please describe in sufficient detail the costs and the parts of the budget lines that you include in the calculation of administrative costs.

Note: We expect that most applicants will be able to stay within the statutory 5% maximum administrative cost. However, in unusual circumstances and to limited extent to be determined on a case-by-case basis, the Department may waive the 5% maximum administrative cost. Any applicant seeking such a waiver must include a waiver request addressing the statutory waiver criteria as part of its grant application (See Part 6: Other Attachments). Please note that it is within the discretion of the U.S. Department of Education whether to approve a particular request. Further, to the extent that the scope and objectives of an application are contingent upon approval of a waiver request, the Department's decision to deny a particular waiver request could negatively impact that application.

Important Information Regarding Professional Services Contracts

Generally, applicants other than States must comply with the procurement requirements in 2 CFR 200.318 through 200.326 and States must follow the same policies and procedures they use for procurements from their non-Federal funds.

However, there are two exceptions. Under 34 CFR 75.135(a), an applicant may contract, without regard to the procurement procedures in 2 CFR part 200, to obtain services from an entity that provides a site or sites where the applicant would conduct the project activities. Also, under 34 CFR 75.135(b), an applicant may use the small purchase procedures authorized under 2 CFR 200.320(b) to procure data collection, data analysis, evaluation services, or other essential services that are needed to meet a statutory, regulatory, or priority requirement related to the competition.

If you relied on either of these exceptions please contact John Cheek by phone at (202) 401-0274 or via e-mail at John.Cheek@ed.gov for additional guidance.

Important Information Regarding Indirect Costs

The Department reimburses grantees for the portion of indirect costs that a grantee incurs on a project funded by the Demonstration Grants program (CFDA Number 84.299A).

If an applicant has a current ICR agreement and intends to charge indirect costs to the Demonstration grant, the applicant must submit a copy of the ICR agreement as part of its application. The ICR agreement must be negotiated with and approved by the grantee's cognizant agency, *i.e.*, either (1) the Federal agency from which it has received the most direct funding, subject to indirect cost support; (2) the Federal agency specifically assigned cognizance by OMB; or (3) the State agency that provides the most subgrant funds to the grantee (if no direct Federal awards are received). For federally-recognized tribes, the Department of the Interior (DOI) is the cognizant agency.

An applicant selected for funding that has an expired ICR agreement and intends to charge indirect costs to the Demonstration grant must follow the Department's regulations at 34 CFR 75.560. Those rules permit an applicant to use a temporary rate of 10 percent of budgeted direct salaries and wages while it negotiates a rate with its cognizant agency (*e.g.*, DOI); the applicant must then submit an ICR proposal to its cognizant agency within 90 days after the Department issues the grant award notification (34 CFR 75.560).

Applicants with no previous ICR can use a de minimis rate of 10 percent of modified total direct costs (MTDC); these applicants do not need to negotiate for this rate. Should such an applicant decide to use this MTDC as its ICR, it must use this rate for a full fiscal year; it cannot negotiate for a different rate (2 CFR 200.414(f)).

Please note that, in accordance with OMB's Cost Principles at [2 CFR 200](#), applicants that have an expiring ICR agreement can apply to the cognizant agency for a one-time extension of up to four years (2 CFR 200.414(g)). If a successful applicant has an expiring ICR agreement, after the expiration date of the original agreement the grantee will be required to submit evidence to the Department that its cognizant agency granted an extension of the ICR agreement in order to charge indirect costs to the Demonstration grant at the approved rate.

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

should be aware that the Department is very often not the cognizant agency for its grantees. Rather, the Department accepts the currently approved ICR established by the appropriate cognizant agency.

Applicants with questions about charging indirect costs on this program should contact the program contact person noted elsewhere in this application package.

Part 6: Other Attachments

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Required of All Applicants

- Description of the Defined Geographic Area to be Served: Description of the defined geographic area to be served by the project, which could be a map, written description, or some other document.
- Needs Assessment of other Data Analysis: Evidence of need, drawn from a needs assessment or other analysis of data, showing --
 - (1) The greatest barriers, both in and out of school, to the readiness of local Indian students for college and careers;
 - (2) Opportunities in the local community to support Indian students; and
 - (3) Existing local policies, programs, practices, service providers, and funding sources.
- Signed Partnership Agreement: A copy of an agreement signed by the partners in the proposed project, identifying the responsibilities of each partner in the project. Signatories to the agreement must include at least one tribe (or its TEA) and at least one LEA or BIE-funded school, as described in the absolute priority. Letters of support do not meet the requirement for a signed agreement.
- Evidence of Capacity: Evidence that the applicant or one of its partners has demonstrated the capacity to improve outcomes that are relevant to the project focus through experience with programs funded through other sources.
- Evidence of Involvement of Indian Tribes and Parents: A description of how Indian tribes and parents of Indian children have been, and will be, involved in developing and implementing the proposed activities.
- Demonstration of Research Basis: Information demonstrating that the proposed project is based on scientific research, where applicable, or an existing program that has been modified to be culturally appropriate for Indian students.
- Description of Continuing Activities: A description of how the applicant will continue the proposed activities once the grant period is over. This narrative should be brief (e.g., one double-spaced page), and describe the entities and their commitments to continuing the project activities following the grant period.

- Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes or job descriptions that describe their qualifications for the responsibilities they will carry out under the project.

Required, if Applicable

- Documentation of Indian Organization:** A lead applicant that is an Indian organization must provide adequate documentation to demonstrate that the organization meets each element of the definition of Indian organization. (See the definition listed in 34 CFR 263.20) Such applicants must include a list of current board members demonstrating that a majority are Indian. Acceptable documentation to demonstrate that the organization meets all elements of the definition might also include the charter, bylaws, articles of incorporation, and mission statement.
- Request for Competitive Preference Priority Three:** If the applicant wants to be considered to receive preference points under Competitive Preference Priority Three, the applicant must attach documentation showing how the application meets the criteria.
- Promise Zone eligibility under Competitive Preference Priority Three:** This priority is for projects that are designed to serve and coordinate with a federally designated Promise Zone. Note: As a participant in the Administration's Promise Zone Initiative, the Department is cooperating with the Department of Housing and Urban Development (HUD), the Department of Agriculture (USDA) and nine other Federal agencies to support comprehensive revitalization efforts in 20 high-poverty urban, rural, and tribal communities across the country. Each application for Native Youth Community Project funds that is accompanied by a Certification of Consistency with Promise Zone Goals and Implementation (HUD Form 50153) signed by an authorized representative of the lead organization of a Promise Zone designated by HUD or USDA supporting the application will receive four points, under Competitive Preference Priority 3(a). An application for NYCP grant funds that is not accompanied by a signed certification (HUD Form 50153) will not receive points under Competitive Preference Priority 3(a), but may still be eligible to receive points under Competitive Preference Priority 3(b) if it received one of the grants listed. To view the list of designated Promise Zones and lead organizations please go to www.hud.gov/promisezones. The certification form is available at http://portal.hud.gov/hudportal/documents/huddoc?id=HUD_Form_50153.pdf.
- If the applicant or its partner has received a grant under one of the selected programs in the last four years, the statement must include the program under which the award was made, the name of the awardee, the award number, and the date of award.
- Indirect Cost Rate Agreement:**
 - If the budget includes indirect costs and the applicant has a current Indirect Cost Rate (ICR) Agreement, the applicant must attach a copy of it. For any lapse in coverage the program office will issue a special condition on the award.
- Administrative Cost Limit Waiver Request:** An applicant may request the Department to waive the administrative cost limits by adhering to the detailed requirements for waiver requests in Section 9401 of the ESEA (20 USC §7861), which is available on the U.S. Government Publishing Office website at: <http://www.gpo.gov/fdsys/pkg/USCODE-2013-title20/pdf/USCODE-2013-title20-chap70-subchapIX-partD-sec7861.pdf>.

Intergovernmental Review of Federal Programs (Executive Order 12372)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. However, federally-recognized tribes are not subject to these requirements.

One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

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

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

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

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372—CFDA #84.299A, U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

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

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

Not all states have chosen to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located in a State that does not have a SPOC, you may send application materials directly to the Department as described in the *Federal Register* notice.

Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in [Grants.gov](https://www.grants.gov), and include all required information in the appropriate place on each form.

The following assurances and certifications are required for this application:

- Assurances for Non-Construction Programs (SF 424B Form)
- Disclosure of Lobbying Activities (SF LLL Form)
- Certification Regarding Lobbying (ED 80-0013 Form)
- General Education Provisions Act (GEPA) Requirements – Section 427

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

Instructions for Meeting the General Education Provisions Act (GEPA)

Section 427 Requirements

All applicants for new awards **must** include information in their applications to address this new provision in order to receive funding under this program.

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

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

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

Please review the Notice to all Applicants (included in the electronic application package in Grants.gov) for further information on meeting the provisions in the Department of Education's General Education Provisions Act (GEPA).

Applicants are **required** to address this provision by attaching a statement (not to exceed three pages) to the **ED GEPA 427 form** that is included in the electronic application package in Grants.gov.

Reporting and Accountability

Successful applicants with multi-year grants must submit an APR demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.

At the end of the project period, applicants will also be required to submit a **final performance report**.

Under the Government Performance and Results Act (GPRA), the following performance indicators have been established to evaluate the overall effectiveness of the program:

1. The percentage of the annual measurable objectives, as described in the applications, that are met by grantees; and
2. The percentage of grantees that report a significant increase in community collaborative efforts that promote college and career readiness of Indian children.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Indian Education Discretionary
Grants Programs--Demonstration Grants for Indian Children
Program

AGENCY: Office of Elementary and Secondary Education,
Department of Education

ACTION: Notice.

Overview Information:

Indian Education Discretionary Grants Programs--Demonstration
Grants for Indian Children Program

Notice inviting applications for new awards for fiscal year (FY)
2016.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.299A.

Dates:

Applications Available: February 29, 2016.

Deadline for Notice of Intent to Apply: April 29, 2016.

Deadline for Transmittal of Applications: May 31, 2016.

Deadline for Intergovernmental Review: July 28, 2016.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the Demonstration Grants for
Indian Children program is to provide financial assistance to
projects that develop, test, and demonstrate the effectiveness

of services and programs to improve the educational opportunities and achievement of preschool, elementary, and secondary Indian students.

Background: For FY 2016, the Department will continue to use the priority for Native Youth Community Projects (NYCP) first used in FY 2015 to support community-led, comprehensive projects to help American Indian/Alaska Native (AI/AN) children become college- and career-ready. NYCP funding is one of many efforts across the Federal government to coordinate, measure progress, and make investments in Native youth programs as part of the Generation Indigenous Initiative. These efforts aim to address educational outcomes, access to the internet, the availability of teacher housing, Indian Child Welfare Act implementation, tribal criminal justice, and the suicide rate. The Department intends to award several NYCP grants for communities to improve educational outcomes, specifically college- and career-readiness, through strategies tailored to address the specific challenges and build upon the specific opportunities and culture within a community. Due to increased funding for FY 2016, the Department expects to support more comprehensive projects that implement multiple strategies. Given the interconnectedness of in-school and out-of-school factors that relate to student achievement and positive youth development, grants will support a community-led approach to

providing academic, social-emotional, cultural, and other support services for AI/AN students and students' family members. Recognizing the importance of tribes to the education of Native youth, NYCP projects are based on a partnership that includes at least one tribe and one school district or BIE-funded school. We expect that this partnership will facilitate capacity building within the community, generating positive results and practices for student college- and-career readiness beyond the period of Federal financial assistance. The requirement of a written partnership agreement helps to ensure that all relevant partners needed to achieve the project goals are included from the outset. Finally, grantees' project evaluations should help inform future practices that effectively improve outcomes for AI/AN youth.

Priorities: This competition contains one absolute priority and three competitive preference priorities. In accordance with 34 CFR 75.105(b)(2)(ii), the absolute priority is from the regulations at 34 CFR 263.21(c)(1) and 263.20. In accordance with 34 CFR 75.105(b)(2)(ii), competitive preference priority one is from §263.21(c)(5) of the regulations, competitive preference priority two is from §263.21(b) of the regulations, and competitive preference priority three paragraph (b) is from §263.21(c)(2) of the regulations. Competitive preference priority three paragraph (a) (relating to Promise Zones) is from

the notice of final priority published in the Federal Register on March 27, 2014 (79 FR 17035).

Absolute Priority: For FY 2016 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Native Youth Community Projects.

A native youth community project is--

(1) Focused on a defined local geographic area to be served by the project;

(2) Centered on the goal of ensuring that Indian students are prepared for college and careers;

(3) Informed by evidence, which could be either a needs assessment conducted within the last three years or other data analysis, on--

(i) The greatest barriers, both in and out of school, to the readiness of local Indian students for college and careers;

(ii) Opportunities in the local community to support Indian students; and

(iii) Existing local policies, programs, practices, service providers, and funding sources;

(4) Focused on one or more barriers or opportunities with

a community-based strategy or strategies and measurable objectives;

(5) Designed and implemented through a partnership of various entities, which--

(i) Must include--

(A) One or more tribes or their tribal education agencies;

and

(B) One or more Department of the Interior Bureau of Indian Education (BIE)-funded schools, one or more local educational agencies (LEAs), or both; and

(ii) May include other optional entities, including community-based organizations, national nonprofit organizations, and Alaska regional corporations; and

(6) Led by an entity that--

(i) Is eligible for a grant under the Demonstration Grants for Indian Children program; and

(ii) Demonstrates, or partners with an entity that demonstrates, the capacity to improve outcomes that are relevant to the project focus through experience with programs funded through other sources.

Competitive Preference Priorities: For FY 2016 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i)

we award up to an additional 10 points to an application, depending on how well the application meets one or more of these priorities.

These priorities are:

Competitive Preference Priority One

We award two points to an application proposing to serve a rural local community. To meet this priority, a project must include an LEA that is eligible under the Small Rural School Achievement (SRSA) or Rural and Low-Income School (RLIS) program, or a BIE-funded school that is located in an area designated by the U.S. Census Bureau with a locale code of 42 or 43.

Competitive Preference Priority Two

Although all NYCP grantees are required to have an eligible Indian tribe or its tribal education agency (TEA) as a partner, we award four points to an application in which the lead partner is an eligible Indian tribe or its TEA, an Indian organization, or an Indian Institution of Higher Education (IHE). See the definition of Indian IHE listed under Eligibility Information in section III of this notice.

Competitive Preference Priority Three

We award four points to an application that meets one of the following criteria--

- (a) Designed to serve a local community within a federally designated Promise Zone; or

(b) Submitted by a partnership or consortium in which the lead applicant or one of its partners has received a grant in the last four years under one or more of the following grant or enhancement programs:

(1) State Tribal Education Partnership (title VII, part A, subpart 3).

(2) Sovereignty in Indian Education Enhancements (Department of the Interior).

(3) Alaska Native Education Program (title VII, part C).

(4) Promise Neighborhoods.

(5) Tribal Education Department Grants (Department of the Interior).

Note: As a participant in the Administration's Promise Zone Initiative, the Department is cooperating with the Departments of Housing and Urban Development (HUD) and, the Department of Agriculture (USDA) and nine other Federal agencies to support comprehensive revitalization efforts in 20 high-poverty urban, rural, and tribal communities across the country. Each application for NYCP funds that is accompanied by a Certification of Consistency with Promise Zone Goals and Implementation (HUD Form 50153) signed by an authorized representative of the lead organization of a Promise Zone designated by HUD or USDA supporting the application will receive four points, under Competitive Preference Priority 3(a).

An application for NYCP grant funds that is not accompanied by a signed certification (HUD Form 50153) will not receive points under Competitive Preference Priority 3(a), but may still be eligible to receive points under Competitive Preference Priority 3(b) if it received one of the grants listed. To view the list of designated Promise Zones and lead organizations please go to www.hud.gov/promisezones. The certification form is available at [//portal.hud.gov/hudportal/documents/huddoc?id=HUD_Form_50153.pdf](http://portal.hud.gov/hudportal/documents/huddoc?id=HUD_Form_50153.pdf).

Note: An application will not receive points for both (a) and (b).

Application Requirements: The following requirements apply to all applications submitted under this competition and are from 34 CFR 263.20, 263.21, and 263.22. An applicant must include in its application:

(a) A description of the defined geographic area to be served by the project.

(b) Evidence, based on either a needs assessment conducted within the last three years or other data analysis, of--

(1) The greatest barriers, both in and out of school, to the readiness of local Indian students for college and careers;

(2) Opportunities in the local community to support Indian students; and

(3) Existing local policies, programs, practices, service providers, and funding sources.

(c) A project design and management plan that--

(1) Addresses one or more barriers or opportunities towards the goal of ensuring that Indian students are prepared for college and careers, as identified in the local needs assessment or other data analysis; and

(2) Uses a community-based strategy (or strategies), and measureable objectives for that strategy (or strategies) that can be used to measure progress toward the goal.

(d) A copy of an agreement signed by the partners in the proposed project, identifying the responsibilities of each partner in the project. Signatories to the agreement must include at least one tribe or its TEA and at least one LEA or BIE-funded school, as described in the absolute priority above. Letters of support do not meet the requirement for a signed agreement.

(e) Evidence that the applicant or one of its partners has demonstrated the capacity to improve outcomes that are relevant to the project focus through experience with programs funded through other sources.

(f) A description of how Indian tribes and parents of Indian children have been, and will be, involved in developing and implementing the proposed activities.

(g) Information demonstrating that the proposed project is based on scientific research, where applicable, or an existing program that has been modified to be culturally appropriate for Indian students.

(h) A description of how the applicant will continue the proposed activities once the grant period is over.

Statutory Hiring Preference:

(a) Awards that are primarily for the benefit of Indians are subject to the provisions of section 7(b) of the Indian Self-Determination and Education Assistance Act (Pub. L. 93-638). That section requires that, to the greatest extent feasible, a grantee--

(1) Give to Indians preferences and opportunities for training and employment in connection with the administration of the grant; and

(2) Give to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452(e)), preference in the award of contracts in connection with the administration of the grant.

(b) For purposes of this section, an Indian is a member of any federally recognized Indian tribe.

Program Authority: 20 U.S.C. 7441.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474. (d) The regulations for this program in 34 CFR part 263. Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: 17,400,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2017 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$500,000-1,000,000.

Estimated Average Size of Awards: \$900,000.

Estimated Number of Awards: 19.

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

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: Eligible applicants for this program are State educational agencies; LEAs, including charter schools that are considered LEAs under State law; Indian tribes; Indian organizations; BIE-funded schools; Indian institutions (including Indian IHEs); or a consortium of any of these entities.

The absolute priority for NYCP requires that an applicant be a member of a partnership that includes at least one tribe or its TEA and at least one LEA or BIE-funded school. Applications will be rejected that do not include at least these two types of partners.

Note: Including as a partner an Indian organization or Indian IHE does not satisfy the requirement, under the absolute priority, of including the tribe itself as one of the partners. A tribe may designate another entity to apply on its behalf only if the entity submits as part of its application a tribal resolution authorizing the designation for the purpose of applying for and administering this Demonstration grant.

Applicants applying as an Indian organization must demonstrate that the entity meets the definition of "Indian organization" in 34 CFR 263.20.

The term "Indian institution of higher education" means an accredited college or university within the United States cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), any other institution that qualifies for funding under the Tribally Controlled College or University Assistance Act of 1978 (25 U.S.C. 1801 et seq.), and Dine College (formerly Navajo Community College) authorized in the Navajo Community College Assistance Act of 1978 (25 U.S.C. 640a et seq.).

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

IV. Application and Submission Information

Shannon

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs).

To obtain a copy via the Internet, use the following address: <http://www.grants.gov/web/grants/applicants/download-application-package.html>.

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

You can contact ED Pubs at its Web site, also: www.EDPubs.gov or at its email address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.299A.

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

2. a. Content and Form of Application Submission:

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

Notice of Intent to Apply: The Department will be able to

review grant applications more efficiently if we know the approximate number of applicants that intend to apply.

Therefore, the Assistant Secretary strongly encourages each potential applicant to notify us of their intent to submit an application for funding. To do so, please email

John.Cheek@ed.gov with the subject line "Intent to Apply," and

include the following information:

1. Applicant's name, mailing address, and phone number;
2. Contact person's name and email address;
3. The defined local geographic area to be served by the project;
4. Name(s) of partnering LEA(s) or BIE-funded school(s);
5. Names of partnering tribe(s) or TEA(s); and
6. If appropriate, names of other partnering organizations.

Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.

Pre-Application Webinar: The Department intends to hold a pre-application Webinar designed to provide technical assistance to interested applicants. Information about Webinar times and instructions for registering are on the Department Web site at <http://www2.ed.gov/programs/indiandemo/applicant.html>.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. The suggested page limit for the application narrative is 35 pages. The suggested standards for the narrative include:

- A page is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space 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 12 point or larger but no smaller than 10 pitch (characters per inch).

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The suggested page limit does not apply to the cover sheet; the budget section, including the budget narrative justification; the consortium agreement or partnership agreement; the assurances and certifications; or the abstract, the resumes, the bibliography, or other required attachments.

b. Submission of Proprietary Information: Given the types of projects that may be proposed in applications for the Demonstration Grants for Indian Children, an application may include business information that the applicant considers

proprietary. The Department's regulations define "business information" in 34 CFR 5.11.

Because we plan to make successful applications available to the public, you may wish to request confidentiality of business information.

Consistent with Executive Order 12600, please designate in your application any information that you feel is exempt from disclosure under Exemption 4 of the Freedom of Information Act. In the appropriate Appendix section of your application, under "Other Attachment Form," please list the page number or numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Submission Dates and Times:

Applications Available: February 29, 2016.

Deadline for Notice of Intent to Apply: April 29, 2016.

Deadline for Transmittal of Applications: May 31, 2016.

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

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

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

Deadline for Intergovernmental Review: [INSERT DATE 150 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

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

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

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Education, you must--

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

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one-to-two business days.

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

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you enter into the SAM database. Thus, if you think you might want to apply for

Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

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

Information about SAM is available at www.SAM.gov. To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

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

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

a. Electronic Submission of Applications.

Applications for grants under the Indian Education--Demonstration Grants for Indian Children program, CFDA number 84.299A, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Indian Education--Demonstration Grants for Indian Children

program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.299, not 84.299A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.
- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size

of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at www.G5.gov. In addition, for specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget

Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a read-only, non-modifiable Portable Document Format (PDF). Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF (e.g., Word, Excel, WordPerfect, etc.) or submit a password-protected file, we will not review that material. Please note that this could result in your application not being considered for funding because the material in question-- for example, the project narrative-- is critical to a meaningful review of your proposal. For that reason it is important to allow yourself adequate time to upload all material as PDF files. The Department will not convert material from other formats to PDF.

- 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. Grants.gov will also notify you automatically by email if your application met all the Grants.gov validation requirements or if there were any errors

(such as submission of your application by someone other than a registered Authorized Organization Representative, or inclusion of an attachment with a file name that contains special characters). You will be given an opportunity to correct any errors and resubmit, but you must still meet the deadline for submission of applications.

Once your application is successfully validated by Grants.gov, the Department will retrieve your application from Grants.gov and send you an email with a unique PR/Award number for your application.

These emails do not mean that your application is without any disqualifying errors. While your application may have been successfully validated by Grants.gov, it must also meet the Department's application requirements as specified in this notice and in the application instructions. Disqualifying errors could include, for instance, failure to upload attachments in a read-only, non-modifiable PDF; failure to submit a required part of the application; or failure to meet applicant eligibility requirements. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

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

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

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

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

DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

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

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

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system; and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

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

Address and mail or fax your statement to: John Cheek, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W215, Washington, DC 20202-6335. FAX: (202) 401-0606.

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

b. Submission of Paper Applications by Mail.

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

U.S. Department of Education,
Application Control Center
Attention: (CFDA Number 84.299A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

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

- (1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

(1) A private metered postmark.

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

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.

We will not consider applications postmarked after the application deadline date.

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.299A)
550 12th Street, SW.
Room 7039, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition include general selection criteria from 34 CFR 75.210 and selection criteria based on regulatory requirements in 34 CFR part 263, in accordance with 34 CFR 75.209(a). We will award up to 100 points to an application under the

selection criteria; the total possible points for each selection criterion are noted in parentheses.

a. Need for project (Maximum 15 points). The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers the following factor:

The extent to which the project is informed by evidence, which could be either a needs assessment conducted within the last three years or other data analysis, of:

(i) The greatest barriers both in and out of school to the readiness of local Indian students for college and careers;

(ii) Opportunities in the local community to support Indian students; and

(iii) Existing local policies, programs, practices, service providers, and funding sources.

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

(i) (Up to 3 points) The extent to which the project is focused on a defined local geographic area.

(ii) (Up to 3 points) The extent to which the proposed project is based on scientific research, where applicable, or an

existing program that has been modified to be culturally appropriate for Indian students.

(iii) (Up to 7 points) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(iv) (Up to 10 points) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

(v) (Up to 7 points) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

c. Quality of project personnel (Maximum 10 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 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. In addition, the Secretary considers the following factors:

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

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

(iii) The extent to which the applicant, or one of its partners, demonstrates capacity to improve outcomes that are relevant to the project focus through experience with programs funded through other sources.

Note: Please note that section 7(b) of the Indian Self-Determination and Education Assistance Act requires that to the greatest extent feasible, a grantee must give to Indians preference and opportunities in connection with the administration of the grant, and give Indian organizations and Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452(e)), preference in the award of contracts in connection with the administration of the grant.

d. Adequacy of resources (Maximum 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:

(i) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

(ii) The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

e. Quality of the management plan (Maximum 30 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:

(i) (Up to 14 points) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(ii) (Up to 3 points) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

(iii) (Up to 10 points) The extent to which Indian tribes and parents of Indian children have been, and will be, involved in developing and implementing the proposed activities.

(iv) (Up to 3 points) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

f. Quality of the project evaluation (Maximum 5 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 factor:

The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.

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

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

3. Risk Assessment and Special Conditions: Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may impose

special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.

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

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

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

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

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

(c) Under 34 CFR 75.250(b), the Secretary may provide a grantee with additional funding for data collection analysis and reporting. In this case the Secretary establishes a data collection period.

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the Department has developed the following performance measures for measuring the overall effectiveness of the Demonstration Grants for Indian Children program:

(1) The percentage of the annual measurable objectives, as described in the application, that are met by grantees; and

(2) The percentage of grantees that report a significant increase in community collaborative efforts that promote college and career readiness of Indian children.

These measures constitute the Department's indicators of success for this program. Consequently, we advise an applicant for a grant under this program to give careful consideration to these measures in developing the proposed project and identifying the method of evaluation. Each grantee will be required to provide, in its annual performance and final reports, data about its progress in meeting these measures.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit

discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: John Cheek, U.S. Department of Education, 400 Maryland Avenue, SW., room 3W215, Washington, DC 20202. Telephone: (202) 401-0274 or by email:

John.Cheek@ed.gov.

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

VIII. Other Information

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

Electronic Access to This Document: 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 via the Federal Digital System at: <https://www.gpo.gov/fdsys/>. At this site you can view this document, as well as all other documents of this Department published in the Federal Register,

in text or PDF. To use PDF you must have Adobe Acrobat Reader,
which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: www.federalregister.gov. Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

Ann
Whalen,
Delegated the authority to perform
the functions and duties of
Assistant Secretary for Elementary
and Secondary Education.