

Pre-Application Webinar

Thursday, January 22, 2015

**Capacity Building for Traditionally Underserved Populations--
Vocational Rehabilitation Training Institute for the Preparation
of Personnel in American Indian Vocational Rehabilitation
Services Projects
CFDA 84.315C**



U.S. Department of Education
Office of Special Education and Rehabilitative Services
Rehabilitation Services Administration

Today's Presenters

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Important Materials

Notice of Final Priority (NFP) for 84.315C:

- Text: <http://www.gpo.gov/fdsys/pkg/FR-2014-08-14/html/2014-19285.htm>
- PDF: <http://www.gpo.gov/fdsys/pkg/FR-2014-08-14/pdf/2014-19285.pdf>

Notice Inviting Applications (NIA) for 84.315C:

- Text: <http://www.gpo.gov/fdsys/pkg/FR-2015-01-07/html/2015-00022.htm>
- PDF: <http://www.gpo.gov/fdsys/pkg/FR-2015-01-07/pdf/2015-00022.pdf>

Application Package (available at grants.gov and at ed.gov)

- <http://www.grants.gov/web/grants/search-grants.html?keywords=ed-grants-010715-002>
- **Be sure to review the “Dear Colleague Letter”.**

Grantmaking at ED

- <http://www2.ed.gov/fund/grant/about/grantmaking/index.html>

Agenda

- **What are we doing and why are we doing it?**
 - Why an “Institute”?
 - Goal
 - Absolute Priorities
 - Highlights of the Final Priorities
- **Selection Criteria**
- **Award Information**
 - Type of award, eligible applicants, and maximum award
 - Budget
 - Continuing the Fourth and Fifth Years of the Project
 - Annual Performance Reports
 - Submission of Materials to RSA
 - Statutory, GEPA & GPRA Requirements
- **Content and Form of Application Submission**
 - Application Narrative
 - Partnership Agreement
 - Abstract
- **Submitting your Application**
- **Questions**

**What are we doing and
why are we doing it?**

Why an “Institute”?

Goal

Improve the knowledge and skills of AIVRS personnel so that they can provide appropriate, effective, and culturally relevant VR services to assist American Indians with disabilities prepare for, engage in, gainful employment consistent with their informed choice.

Absolute Priorities

NFP, under “Final Priorities” and NIA, Section I. Funding Opportunity Description & Purpose of the Program

There are two absolute priorities that must be addressed in the application:

Priority 1: Vocational Rehabilitation Training Institute for the Preparation of Personnel in American Indian Vocational Rehabilitation Services Projects (referred to as the “Institute”)

Priority 2: Partnership Between a Four-Year Institution of Higher Education and a Two-Year Community College or Tribal College.

Priority 1

NFP, under “Final Priorities” and NIA, Section I. Funding Opportunity Description & Purpose of the Program

The Institute will:

- Provide a structured program of training in vocational rehabilitation (VR) to current personnel of the AIVRS projects to improve the delivery of VR services to American Indians with disabilities.
- Conduct outreach activities and consult with appropriate and relevant entities in developing and providing training and TA to AIVRS projects.
- Consist of a series of trainings that, when satisfactorily completed, will lead to a VR certificate awarded by the Institute.
 - The Institute may determine whether the VR certificate awarded will be academic or non-academic, the requirements for obtaining the certificate, and how the certificate may be used by the participants who earn it.

Priority 1 continued

NFP, under “Final Priorities”

- Offer the series of trainings in a traditional classroom setting, through distance learning, through week-long institutes, at regional trainings throughout the country as an extension of national conferences, and through other delivery methods, as appropriate.
- Conduct an assessment before and after providing training for each participant.
- Identify innovative methods and strategies for supporting AIVRS personnel when they have completed the training.
- Provide follow-up technical assistance to participants.
- Conduct an evaluation.

Grant funds may be used to provide reasonable financial assistance to offset costs associated with travel for participants who may be located in remote areas of the country. **Travel expenses must be reasonable.**

All products, curricula, and deliverables must reflect the AIVRS population and diversity among its communities to the maximum extent possible.

Priority 1 continued

- The structured program of training must include the seven topics described in the **NFP under “Final Priorities”**, paragraph (a), numbers (1) through (7).
- Develop a course syllabus that describes the proposed sequence of training. **NFP, paragraph (b)**
- Develop a training module for one of the seven topics described in the NFP, paragraph (a) to serve as an example for how participants will be trained in that area. **NFP, paragraph (c)**

Priority 2

NFP, under “Final Priorities” and NIA, Section I. Funding Opportunity Description & Purpose of the Program

Applicants will demonstrate, in the narrative portion of their application, that the Institute reflects a collaboration of knowledge, experience, skills, faculty, curricula resources, and technology between a four-year institution of higher education (IHE) and a two-year community college or tribal college in order to deliver a high quality structured program of training on foundational VR knowledge and skills in a culturally appropriate manner.

Priority 2 continued

Applicants are required to submit a partnership agreement **in addition to the narrative portion of their application**. The partnership agreement must be signed by the president and chief financial officer of both parties. Applicants must include:

- A brief description of how the partnership will operate each year during the five-year grant period of performance.
- Applicants must also summarize in the agreement how information regarding the progress of the grant, as well as any issues and challenges, will be communicated; what steps will be taken to resolve conflicts; the roles, responsibilities, and deliverables of each party; and the arrangements, if any, for supporting the program with resources that are not paid for by the award.
- Finally, applicants must provide a brief strategy in the agreement to sustain the partnership and the structured program of training after the Federal investment ends.

Award Information

Uniform Guidance

2 CFR 200

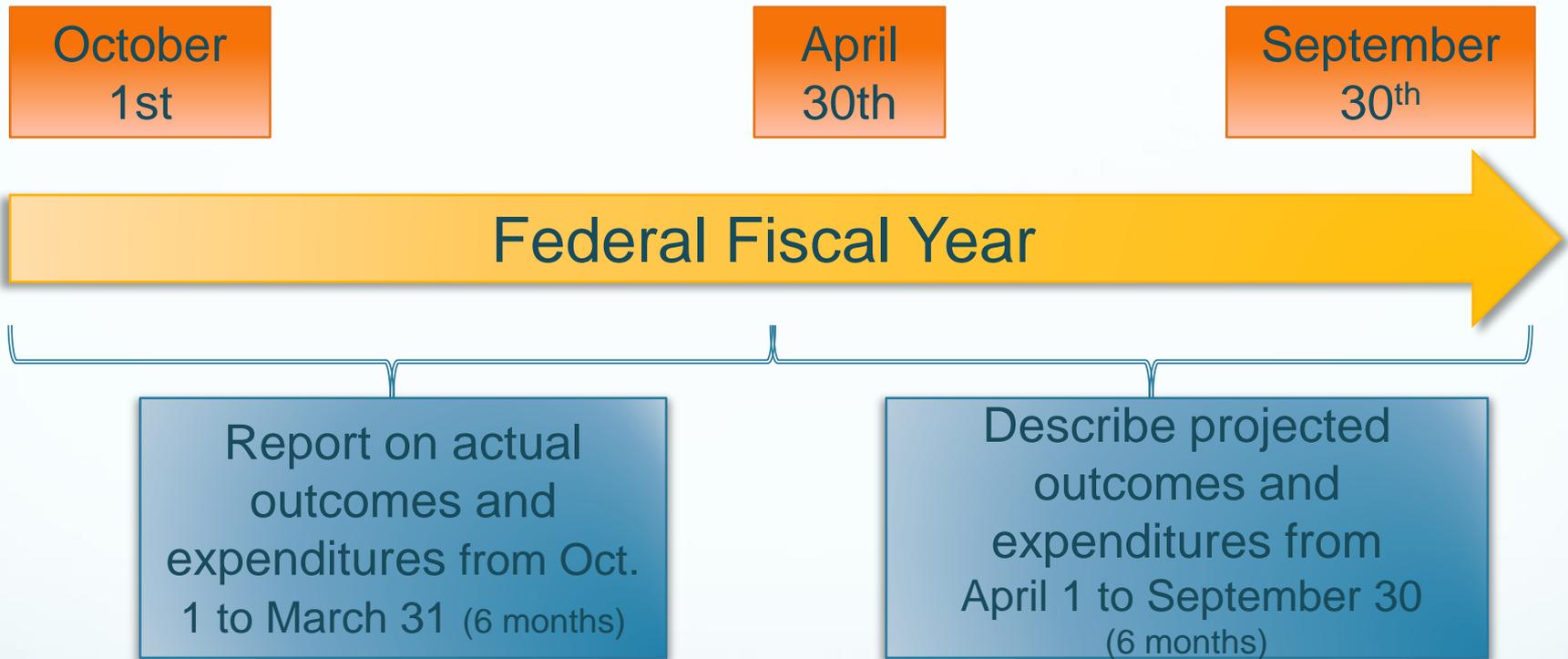
- Applies to all grants awarded as of December 26, 2014.
- Electronic Version: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- PDF: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>
- Technical assistance documents and other materials related to the Uniform Guidance (including frequently-asked questions and webinar recordings) are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

Award Information

NIA Section II. Award Information

- **Type of Award:** Cooperative Agreement
- **Eligible Applicants:** Institutions of Higher Education (IHEs), Community Colleges, and Tribal Colleges. Applications must reflect a partnership between a four-year IHE and a two-year community college or tribal college.
- **Estimated Available Funds:** \$500,000
- **Maximum Award:** We will reject any application that proposes a budget exceeding \$500,000 for a single budget period of 12 months. The Assistant Secretary for Special Education and Rehabilitative Services may change the maximum amount through a notice published in the Federal Register.
- **Estimated Number of Awards:** 1
- **Indirect Costs:** The maximum Indirect Cost Rate for this project is eight percent.
- **Project Period:** Up to 60 months.

Annual Performance Reports



- Fiscal Calendar Begins October 1st and ends on September 30th
- Annual Performance Reports (APRs) are due by April 30th
- In the final year of the grant, no APR is required, instead a final cumulative report will be due on December 30th

Budget Sheet ED 524 – Federal Funds

	U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS	OMB Control Number: 1894-0008 Expiration Date: 06/30/2017				
Name of Institution/Organization		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.				
SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs*						
11. Training Stipends						
12. Total Costs (lines 9-11)	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
<p>*Indirect Cost Information (To Be Completed by Your Business Office): If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:</p> <p>(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If yes, please provide the following information: Period Covered by the Indirect Cost Rate Agreement: From ___/___/___ To: ___/___/___ (mm/dd/yyyy) Approving Federal agency: ___ ED <input checked="" type="checkbox"/> Other (please specify): _____ The Indirect Cost Rate is _____%</p> <p>(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that ___ Is included in your approved Indirect Cost Rate Agreement? <input checked="" type="checkbox"/> <input type="checkbox"/> Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%</p>						

Budget Sheet ED 524 – Non-Federal Funds

Name of Institution/Organization		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.				
SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (Lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (Lines 9-11)						
SECTION C – BUDGET NARRATIVE (see instructions)						

Continuing the Fourth and Fifth Years of the Project

- The Department, as part of the review of the Cooperative Agreement, the application narrative, the partnership agreement, and annual performance reports will determine whether to continue funding the Institute for the fourth and fifth years.
- The review is conducted during the third quarter of the third year of the grant period of performance.
- When preparing the budget and budget narrative, please ensure that there are funds available for key program and fiscal staff to travel to Washington, D.C. in the spring of 2017 for a one day meeting.

Section 427 of GEPA & GPRA

Application Package, Section K

- Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382):

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.
- The Government Performance and Results Act (GPRA) of 1993 requires all Federal agencies to manage their activities with attention to the consequences of those activities.
 - The number of participants enrolled in the Institute.
 - The number of participants who successfully completed the series of trainings provided by the Institute; and
 - The number of participants who obtained a VR certificate.

Submission of Materials to RSA

Application Package, Section K

- RSA requires grantees to submit any materials (i.e. curricula, training modules, toolkits, etc.) developed for their projects 90 days prior to the end of the grant period of performance.
- More detail regarding instructions for the submission of training materials to a central repository will be made available upon award.

Selection Criteria

Selection Criteria

Application Information, Section H

- A. Significance of the Proposed Project (10 Points)**
- B. Quality of Project Design (25 Points)**
- C. Quality of Project Services (25 Points)**
- D. Quality of the Management Plan and Adequacy of Resources (25 Points)**
- E. Quality of Project Evaluation (15 Points)**

Selection Criteria

A. Significance of the Project (10 Points)

The Secretary considers the significance of the proposed project. In determining the significance of the proposed project, the Secretary considers the following factors--

1. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.
2. The potential contribution of the proposed project to increased knowledge or understanding of rehabilitation problems, issues, or effective strategies.

B. Quality of Project Design (25 points)

In determining the quality of the design of the proposed project, the Secretary considers the following factors--

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
2. The extent to which the proposed project represents an exceptional approach to the priorities established for the competition.
3. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.
4. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.
5. The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

C. Quality of Project Services (25 points)

The Secretary considers the quality of services to be provided by the proposed project. In determining the quality of the services to be provided by the project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented based on race color, national origin, gender, age, or disability. In addition, the Secretary considers the following factors—

- 1.The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.
- 2.The extent to which the technical assistance services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, as appropriate, and the leveraging of non-project resources.
- 3.The extend to which the training or professional development services to be provided by the proposed project are likely to improve services for individuals with disabilities from minority backgrounds, as well as, increase the capacity of minority entities and minority individuals in programs funded under the Rehabilitation Act, as amended.
- 4.The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

D. Quality of the Management Plan and Adequacy of Resources (25 points)

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

1. The adequacy of the management plan to achieve the objectives of the project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
2. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.
3. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
4. 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 Project Evaluation

(15 points)

The Secretary considers the quality of the evaluation to be conducted of the project. In determining the quality of the evaluation, the Secretary considers the following factors—

- 1.The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- 2.The extent to which the methods of evaluation are appropriate to the context within which the project operates.
- 3.The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

Content and Form of Application Submission

Content and Form of Application Submission

NIA, Section IV. Application Submission Information, 2. Content and Form of Application Submission

Page Standards:

- PAGE: 8.5x 11 on one side only, with 1 inch margins at the top, bottom, and both sides. Double space (no more than three lines per vertical inch).
- FONT: 12 point or larger or no smaller than 10 characters per inch. Only use Times New Roman, Courier, Courier New, or Arial.

The Page Standards and page limits apply to the following required documents:

- NARRATIVE (Part III, Application Narrative): 45 pages maximum.
- ABSTRACT (Application Package, Section F): 2 page maximum.
- PARTNERSHIP AGREEMENT (Application Package, Section G): 15 pages maximum.

Content and Form of Application Submission

continued

NIA, Section IV. Application Submission Information, 2. Content and Form of Application Submission

- The only optional materials that will be accepted are one-page resumes for those identified as key personnel, not to exceed a total of five pages. There are no page standards with these optional materials.
- The Narrative and all other attachments must be uploaded to Grants.gov in a **PDF (portable document format) read-only, non-modifiable file.**
- Prior to your submission, please review the following information contained in the Application Package, Section I “Application and Transmittal Instructions”.

Submitting your application

How do I submit my application?

Application Package, Application Checklist & Required Registrations

- Applications are submitted electronically to Grants.gov (unless you qualify for one of the exceptions to the electronic submission requirement)
 - You must be designated by your organization as an Authorized Organization Representative (AOR); and
 - Register yourself with Grants.gov as an AOR.
- Data Universal Numbering System (DUNS):
http://www.dnb.com/US/duns_update/index.html
- Tax Payer Identification Number (TIN): If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. (New TINs, may take 2-5 weeks to become active)
- Register both DUNS and TIN
- Active System for Award Management (SAM) registration: www.sam.gov (The SAM registration process may take 7 or more business days to complete)
- **Early submission is strongly encouraged**

Questions

Competition Deadline

Monday, March 9, 2015 at 4:30 PM

Washington, D.C. Time

No extensions or exceptions