Follow the 5-step process to apply.

1. Review the opportunity
2. Prepare your application
3. Submit your application
4. Understand review, selection, and award
5. Review post-award requirements

Timing and Deadlines

Contact for Questions

Click on the icons on the left throughout the document to navigate to sections!

The Department of Education (Department) issued a notice inviting applications for new awards for fiscal year (FY) 2024 for the Basic Needs grant program, Assistance Listing Number 84.116N. This notice relates to the approved information collection under OMB control number 1894–0006. Expiration Date: 01/31/27

Basic Needs for Postsecondary Students Program

FY 2024

Discretionary Grant Program

Office of Postsecondary Education,
U.S. Department of Education



Application Instructions

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Review the Opportunity

Contact for Questions
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Definitions

This section provides an overview of the funding opportunity and requirements for the program.

Purpose of Program

The Basic Needs for Postsecondary Students Program provides grants to eligible institutions of higher education (IHEs), or a consortia or system of such institutions, to advance systemic and sustainable solutions to student basic needs insecurity through support programs that address the basic needs of students and to report on practices that improve outcomes for students.

The FY 2024 Basic Needs grant competition is designed to promote student success by supporting interventions and programs that holistically address the basic needs of students and reporting on those practices that improve student outcomes.



Type of Award

Discretionary grants

Estimated Available Funds

$9,583,334

Estimated Number of Awards

12

Estimated Range of Awards

$500,000 - $900,000

Estimated Average Size of Award

$750,000

Maximum Award Amount

$900,000

Project Period:

Up to 36 months

Eligible Applicants

- Community colleges
- Two- and four-year public and private Historically Black Colleges and Universities
- Tribal Colleges and Universities
- Other Minority-Serving Institutions
- A consortium or system of eligible institutions
- For institutions other than community colleges, only institutions that the Department determines are eligible or which are granted a waiver may apply. The list of institutions currently designated as eligible under titles III and V of the Higher Education Act of 1965, as amended, is available here.

Notice Inviting Applications

Please refer to the Notice Inviting Applications (NIA) published in the Federal Register for additional information, as this is the official document governing the competition.

Step 1 Review the Opportunity: Registration Information

Get Registered

To apply, you must first be registered in two systems - sam.gov and grants.gov. If you are already registered, make sure your registration is active and up to date.

Sam.gov

You must have an active account with sam.gov. This includes having a Unique Entity Identifier. sam.gov registration can take several weeks. **Begin that process today.**

To register, go to sam.gov Entity Registration and click "Get Started."

Click on the Entity Registration Checklist for the information you will need to register in sam.gov.

If you need help, you can call 866-606-8220 or live chat with the Federal Service Desk.

Grants.gov

You must have an active account with grants.gov.

To register, go to grants.gov and click "Register." When ready click on "Get Registered Now" and complete required fields.

For more information or assistance, click on "Applicant Registration Page."

Apply by August 5, 2024

Applications are due by 11:59:59 p.m. Eastern Time on August 5, 2024. The Department will not review an application received after the application due date and time. It is recommended that you submit your application at least five days in advance.

Absolute Priorities

For FY 2024 and any subsequent year in which the Department makes awards from the list of unfunded applications from this competition, these priorities are absolute priorities. An applicant must clearly identify the specific absolute priority that the proposed project addresses.

> An absolute priority (AP) is a requirement and must be met for an application to be considered. No points are assigned to APs. The AP is the foundation for the program.

Absolute Priority 1—Strengthening Cross-Agency Coordination and Community Engagement to Advance Systemic Change.

To meet this priority, an applicant must propose a project that is designed to take a systemic evidence-based approach to improving outcomes for underserved students in one or more of the following priority areas:

1) Coordinating efforts with Federal, State, or local agencies, or community-based organizations, that support students, to address two or more of the following:
    1) Food assistance
    2) Housing
    3) Transportation
    4) Health, including physical health, mental health, and behavioral health and trauma
    5) Child care
    6) Technology
2) Conducting community needs and asset mapping to identify existing programs and initiatives that can be leveraged, and new programs and initiatives that need to be developed and implemented, to advance systemic change.
3) Establishing cross-agency partnerships, or community-based partnerships with local nonprofit organizations, businesses, philanthropic organizations, or others, to meet family well-being needs.

Absolute Priority 2—Promoting Equity in Student Access to Educational Resources and Opportunities

Under this priority, an applicant must demonstrate that the project will be implemented by one of the following:

1) Community colleges
2) Historically Black colleges and universities
3) Tribal Colleges and Universities
4) Minority-serving institutions

Competitive Preference Priorities

Competitive preference is given to applications that address the following priorities. Reviewers award up to an additional 10 points to an application, depending on how well the application meets one or both of these priorities.

> A competitive preference priority (CPP) is optional. Applicants can earn additional points based on how well they address each CPP in their application.

Competitive Preference Priority 1- Meeting Student Social, Emotional, and Academic Needs (up to 7 points)

Projects that are designed to improve students' social, emotional, academic and career development, with a focus on underserved students through creating a positive, inclusive, and identity-safe climate at IHEs through one or both of the following activities:

1. Fostering a sense of belonging and inclusion for underserved students. (up to 3 points)
2. Implementing evidence-based practices for advancing student success for underserved students. (up to 4 points)

Competitive Preference Priority 2- Increasing Postsecondary Education Access, Affordability, Completion, and Post-Enrollment Success (up to 3 points)

Under this priority, an applicant must demonstrate a project that is designed to increase postsecondary access, affordability, completion, and success for underserved students by establishing a system of high-quality data collection and analysis, such as data on persistence, retention, completion, and post-college outcomes, for transparency, accountability, and institutional improvement. (up to 3 points)





Invitational Priorities

For FY 24 and any subsequent year in which the Department makes awards from this competition, these priorities are invitational priorities. An application that meets these invitational priorities is not given a competitive or absolute preference over other applications.

> An Invitational Priority (IP) represents an area of interest for the Department of Education. Applicants are encouraged, but not required, to address the IP in the project design. Responses to IPs are not scored.

Invitational Priority 1- Leveraging Public Benefit Programs

Projects that include one or more of the following activities:

1. Establishing processes to automatically identify and conduct outreach to students who may be eligible for public benefit programs in accordance with recent Federal guidance.
2. Conducting ongoing and timely surveys and assessments of student basic needs security, including surveys of student needs conducted upon enrollment.
3. Providing referrals and case management to students to enroll in local, State, and Federal public benefit programs.
4. Coordinating and collaborating with government and community-based organizations and providing direct services such as temporary housing, secure sleeping arrangements, free or subsidized food, access to child care.

Invitational Priority 2- Developing a Campus-Wide Strategy to Address Student Mental Health Need

Under this priority, the Department is particularly interested in projects that are designed to develop a campus-wide strategy to address student mental health needs. This includes creating inclusive campuses, increasing the availability of supportive and treatment services and access to additional staff, and implementing best practices, such as auditing existing campus mental health supports for effectiveness; identifying gaps and taking steps to tailor interventions to better meet the needs of vulnerable populations; implementing skill-training interventions; conducting routine screenings for depression, suicide risk, and anxiety; and investing in suicide means restriction.



Cost Sharing or Matching

This competition does not require cost sharing or matching.

Indirect Cost Rate Information

This program uses an unrestricted indirect cost rate.

Administrative Cost Limitation

This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles.

Subgrantees

A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

Step 1 Review the Opportunity: Definitions

Community college means "junior or community college" as defined in Higher Education Act of 1965.

Demonstrates a rationale means a key project component included in the project's logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.

English learner means an individual who is an English learner as defined in the Elementary and Secondary Education Act of 1965, as amended (ESEA), or an individual who is an English language learner as defined in the Workforce Innovation and Opportunity Act.

Evidence-based means the proposed project component is supported by one or more of strong evidence, moderate evidence, or promising evidence.

Historically Black colleges and universities means colleges and universities that meet the criteria set out here.

Logic model (also referred to as a theory of action) means a framework that identifies key project components of the proposed project (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the theoretical and operational relationships among the key project components and relevant outcomes. In developing logic models, applicants may want to use resources such as:

- the Regional Educational Laboratory Program's (REL Pacific) Education Logic Model Application
- https://ies.ed.gov/ncee/edlabs/regions/pacific/pdf/REL_2014025.pdf
- https://ies.ed.gov/ncee/edlabs/regions/pacific/pdf/REL_2014007.pdf
- https://ies.ed.gov/ncee/edlabs/regions/northeast/pdf/REL_2015057.pdf

Military- or veteran-connected student means one or more of the following:

(a) A child participating in an early learning program, a student enrolled in preschool through grade 12, or a student enrolled in career and technical education or postsecondary education who has a parent or guardian who is a member of the uniformed services (as defined by 37 U.S.C. 101), in the Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, National Guard, Reserves, National Oceanic and Atmospheric Administration, or Public Health Service or is a veteran of the uniformed services with an honorable discharge (as defined by 38 U.S.C. 3311).

(b) A student who is a member of the uniformed services, a veteran of the uniformed services, or the spouse of a service member or veteran.

(c) A child participating in an early learning program, a student enrolled in preschool through grade 12, or a student enrolled in career and technical education or postsecondary education who has a parent or guardian who is a veteran of the uniformed services (as defined by 37 U.S.C. 101).

Minority-serving institution means an institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.

Project component means an activity, strategy, intervention, process, product, practice, or policy included in a project. Evidence may pertain to an individual project component or to a combination of project components (e.g., training teachers on instructional practices for English learners and follow-on coaching for these teachers).

Step 1 Review the Opportunity: Definitions Cont.

Promising evidence means that there is evidence of the effectiveness of a key project component in improving a relevant outcome, based on a relevant finding from one of the following:

(i) A practice guide prepared by What Works Clearinghouse (WWC) reporting a "strong evidence base" or "moderate evidence base" for the corresponding practice guide recommendation;

(ii) An intervention report prepared by the WWC reporting a "positive effect" or "potentially positive effect" on a relevant outcome with no reporting of a "negative effect" or "potentially negative effect" on a relevant outcome; or

(iii) A single study assessed by the Department, as appropriate, that—

(A) Is an experimental study, a quasi-experimental design study, or a well-designed and well-implemented correlational study with statistical controls for selection bias (e.g., a study using regression methods to account for differences between a treatment group and a comparison group); and

(B) Includes at least one statistically significant and positive (i.e., favorable) effect on a relevant outcome.

Relevant outcome means the student outcome(s) or other outcomes(s) the key project component is designed to improve, consistent with the specific goals of the program.

Students with disabilities means children with disabilities as defined by Individuals with Disabilities Education Act (IDEA) or students with disabilities as defined in the Rehabilitation Act of 1973.

Tribal Colleges or Universities has the meaning ascribed to it in section 316(b)(3) of the HEA.

Underserved student means a student in postsecondary education or career and technical education, and adult learners, as appropriate) in one or more of the following subgroups:
(a) A student who is living in poverty or is served by schools with high concentrations of students living in poverty.
(b) A student of color.
(c) A student who is a member of a federally recognized Indian Tribe.
(d) An English learner.
(e) A child or student with a disability.
(f) A disconnected youth.
(g) A technologically unconnected youth.
(h) A migrant student.
(i) A student experiencing homelessness or housing insecurity.
(j) A lesbian, gay, bisexual, transgender, queer or questioning, or intersex (LGBTQI+) student.
(k) A student who is in foster care.
(l) A student without documentation of immigration status.
(m) A pregnant, parenting, or caregiving student.
(n) A student impacted by the justice system, including a formerly incarcerated student.
(o) A student who is the first in their family to attend postsecondary education.
(p) A student enrolling in or seeking to enroll in postsecondary education for the first time at the age of 20 or older.
(q) A student who is working full-time while enrolled in postsecondary education.
(r) A student who is enrolled in or is seeking to enroll in postsecondary education who is eligible for a Pell Grant.
(s) An adult student in need of improving their basic skills or an adult student with limited English proficiency.
(t) A military- or veteran- connected student.

Step 1 Review the Opportunity: Definitions Cont. / Applicable Statute and Regulations

What Works Clearinghouse (WWC) Handbooks (WWC Handbooks) means the standards and procedures set forth in the WWC Standards Handbook, Versions 4.0 or 4.1, and WWC Procedures Handbook, Versions 4.0 or 4.1, or in the WWC Procedures and Standards Handbook, Version 3.0 or Version 2.1 (all incorporated by reference, see §77.2). Study findings eligible for review under WWC standards can meet WWC standards without reservations, meet WWC standards with reservations, or not meet WWC standards. WWC practice guides and intervention reports include findings from systematic reviews of evidence as described in the WWC Handbooks documentations.

Note: The What Works Clearinghouse Procedures and Standards Handbook (Version 4.1), as well as the more recent What Works Clearinghouse Handbooks released in August 2022 (Version 5.0), are available here.

Program Authority: 20 U.S.C. 1138-1138d; the Explanatory Statement accompanying Division D of the Further Consolidated Appropriations Act, 2024 (Pub. L. 118-47).

Projects will be awarded and must be operated in a manner consistent with the nondiscrimination requirements contained in the Federal civil rights laws.

Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget 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 as regulations of the Department in 2 CFR part 3474. (d) The Supplemental Priorities.

Note: The U.S. Department of Education (ED) will implement the changes included in the Office of Management and Budget (OMB) final rule, OMB Guidance for Federal Financial Assistance (https://www.federalregister.gov/documents/2024/04/22/2024-07496/guidance-for-federal-financial-assistance), formerly called, Office of Management and Budget Guidance for Grants and Agreements, which amends 2 CFR part 200, on October 1, 2024. Grant applicants who anticipate a performance period start date on or after October 1, 2024, should follow the provisions stated in the updated 2 CFR part 200, when preparing an application. For more information about these updated regulations please visit: https://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html. ED will continue to provide more resources on our webpage as they become available.

Prepare your Application

Contact for Questions
Timing and Deadlines

Get ready to apply:

Download the application package

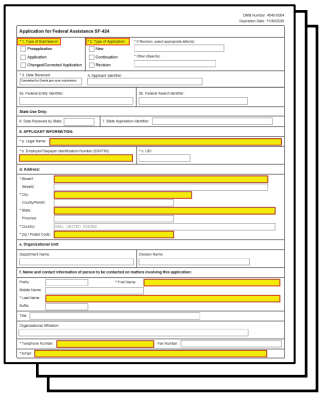
You can access the application package for this program through Grants.gov.

Application Elements
The application will require you to fill out several forms, which are listed and linked in grants.gov. See below for a description of forms and sections:

1. **Standard Documents**
   - ❑ Application for Federal Assistance (SF 424)
   - ❑ ED Supplemental Information for SF 424
   - ❑ ED Evidence Form
2. **Budget Information**
   - ❑ ED Budget Information Non-Construction Programs (ED Form 524)
3. **ED Abstract Form**
   - ❑ Project Abstract
4. **Project Narrative Form**
   - ❑ Application Narrative (includes responses to the Selection Criteria, Absolute Priorities, and Competitive Preference Priorities and Invitational Priorities, if applicable)
5. **Budget Narrative Attachment Form**
   - ❑ Budget Narrative
6. **Other Attachments Form**
   - ❑ Narrative summaries of the qualifications of key personnel
   - ❑ Short position descriptions for staff to be hired or determined (if applicable)
   - ❑ References cited in the proposal narrative (if applicable)
   - ❑ Request for confidentiality of business information (if applicable)
7. **Assurances and Certifications**
   - ❑ Disclosure of Lobbying Activities (Standard Form LLL)
   - ❑ Grants.gov Lobbying Form (ED 80-013 Form)
   - ❑ General Education Provisions Act (GEPA) Requirements (ED GEPA 427 Form)
8. **Intergovernmental Review (Executive Order 12372)**
   - ❑ State Single Point of Contact (SPOC) List (if applicable)

Step 2 Prepare your Application: Application Checklist

Part 1: Standard Documents

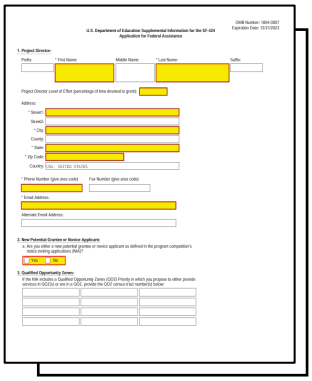


❑ Application for Federal Assistance (SF 424)

For additional information on Form SF 424, please visit the following links:

https://www.grants.gov/web/grants/forms/sf-424-family.html

https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf



❑ ED Supplemental Information for SF 424

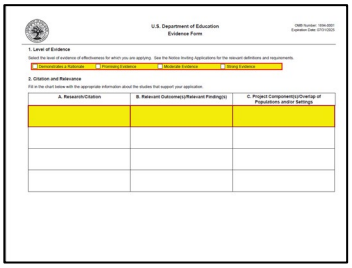
These forms require basic identifying information about the applicant. Please provide all requested applicant information (including name, address, e-mail address and Unique Entity Identifier (UEI)). **When applying electronically via Grants.gov, you will need to ensure that the UEI enter on your application is the same as the UEI your organization used when it registered with the System for Award Management.**

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.

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

Additional information is provided at the following links:

https://www2.ed.gov/fund/grant/apply/appforms/sf424instruct.pdf

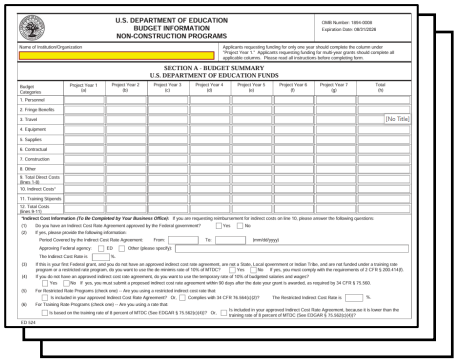


❑ ED Evidence Form

In this competition, you are asked to propose to implement a project component (or strategy) that meets the Demonstrates a Rationale standard and to design a project evaluation that could meet the Promising Evidence standard. Both elements should be addressed in the project narrative. In addition, applicants addressing the Demonstrates a Rationale selection factor under the Quality of the Project Design selection criterion should complete the Evidence Form to show how the project "Demonstrates a Rationale." As defined in the NIA, "demonstrates a rationale" means a key project component included in the project's logic model is informed by research or evaluation findings that suggest the project component is likely to improve relevant outcomes.. You demonstrate your rationale by creating a logic model for your project; the logic model should include a project component that is informed by research. If your project meets the demonstrates a rationale standard, then on the Evidence Form, you should mark "Demonstrates a Rationale."

Part 2: Budget Information

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


U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS

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

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 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.

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, leave blank.

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.

Part 2: Budget Information, Continued

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

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

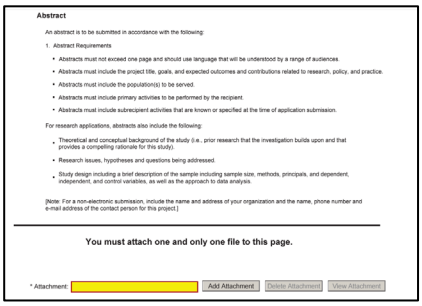
Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant must apply to the Department for a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: https://www2.ed.gov/about/offices/list/ocfo/fipao/abouticg.html. In addition, a grantee, if it is eligible, may also use De Minimis rate as provided for under 2 CFR 200.414(f).

Training Stipends (line 11): If applicable

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).

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.


Abstract

An abstract is to be submitted in accordance with the following:

1. Abstract Requirements

- Abstracts must not exceed one page and should use language that will be understood by a range of audiences.
- Abstracts must include the project title, goals, and expected outcomes and contributions related to research, policy, and practice.
- Abstracts must include the population(s) to be served.
- Abstracts must include primary activities to be performed by the recipient.
- Abstracts must include subrecipient activities that are known or specified at the time of application submission.

For research applications, abstracts also include the following:

- Theoretical and conceptual background of the study (i.e., prior research that the investigation builds upon and that provides a compelling rationale for this study).
- Research issues, hypotheses and questions being addressed.
- Study design including a brief description of the sample including sample size, methods, principals, and dependent, independent, and control variables, as well as the approach to data analysis.

[Note: For a non-electronic submission, include the name and address of your organization and the name, phone number and e-mail address of the contact person for this project.]

You must attach one and only one file to this page.

* Attachment: Add Attachment | Delete Attachment | View Attachment

Ensure that you only attach approved file types detailed in the Federal Register NIA (PDF or Word). 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. It is recommended your file names be less than 50 characters.

❑ Project Abstract

The project abstract should not exceed **one** double-spaced pages and **may** include a description of the following information:

- Project objectives and activities
- Proposed project outcomes
- Number of participants to be served
- Number and location of proposed
- How the absolute priorities are addressed by the project
- If applicable, which competitive preference priorities are being addressed by the project
- If applicable, which invitational priorities are being addressed by the project

Note: Project Abstracts for funded applications will be made public on ed.gov website.

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 approved file types (PDF or Word) detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available here. 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. It is recommended that your file names be less than 50 characters.

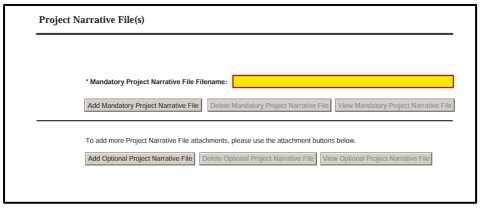


Table of Contents

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

Your application narrative includes your responses to the Selection Criteria, Absolute Priorities, Competitive Preference Priorities, and Invitational Priorities, if applicable. Applicants are encouraged to limit this section of the application to **no more than 50 pages** and adhere to the following guidelines:

- 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.

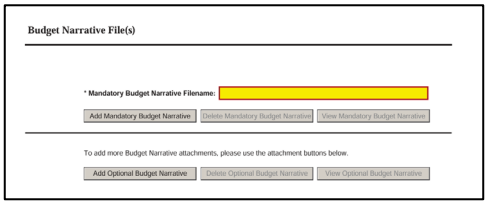
The recommended page limit **does not apply** to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the project abstract, the resumes, the bibliography, or the letters of support.

Selection Criteria for Application Narrative

Your responses to Selection Criteria should follow the order as found here. Each criterion includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion.

	Criteria	Possible Points
	Need for Project	up to 10 points
	Quality of Project Design	up to 30 points
	Quality of Project Services	up to 25 points
	Quality of Project Personnel	up to 10 points
	Quality of Management Plan	up to 10 points
	Quality of Project Evaluation	up to 15 points
CPP	Competitive Preference Priorities	up to 10 points
Total		**110 points**

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. 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 approved file types (PDF or Word) detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available here.

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. It is recommended that your 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.

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 and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

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, are reasonable, allowable and allocable. Department staff may delete or reduce costs from the budget during this review.

Important Notes

Applicants are encouraged to review the Electronic Code of Federal Regulations Uniform Guidance, Cost Principles in preparing their budget and budget narrative.

The Uniform Guidance may be found at the following link:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

Suggested Guidelines for the Budget Narrative

To facilitate the review of your Budget Narrative, it is encouraged for 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 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 and 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 a brief statement that you have followed the procedures for procurement under: 2 CFR 200.317-200.326.
- ❑ Provide the basis for cost estimates or computations.

Suggested Guidelines for the Budget Narrative (continued)

7. Construction - This category is not allowed under the Basic Needs program.

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

- ❑ Provide the amount that is 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 agreement in the Other Attachments form section of the application.

11. Training Stipends (if applicable)

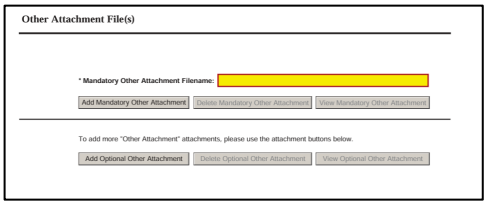
- ❑ List and identify training stipends for staff and participants..

12. Total Costs

- ❑ Include sum of direct costs, indirect costs, and stipends.
- ❑ Provide total costs for each year of the project as well as grand total cost for the entire project.

Part 6: Other Attachments Form

The Other Attachments Form in Grants.gov is used to upload the application Appendix. The Appendix supports and supplements information in other parts of the application package. Several types of information may be included.



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

Ensure that you only attach the Department of Education approved file types detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (86 FR 73264) and available here. 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. It is recommended that your file names be less than 50 characters.

The Appendix may include the following:

- ❑ **Narrative summaries of the qualifications of key personnel (if applicable)**
- ❑ **Short position descriptions for staff to be hired or determined (if applicable)**
- ❑ **References cited in the proposal narrative (if applicable)**
- ❑ **Request for confidentiality of business information (if applicable)**

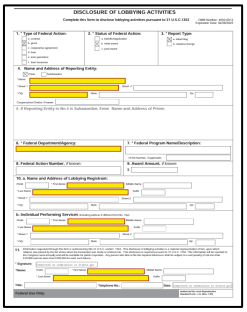
Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in Grants.gov and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

❑ **Disclosure of Lobbying Activities (SF LLL Form)**

Refer to instructions provided at the following link:

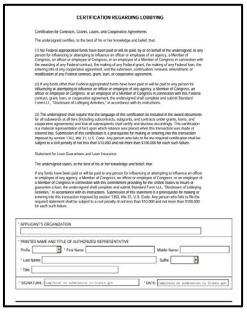
https://apply07.grants.gov/apply/forms/instructions/SFLLL_2_0-V2.0-Instructions.pdf


DISCLOSURE OF LOBBYING ACTIVITIES

❑ **Grants.Gov Lobbying Form – "Certification Regarding Lobbying" (ED 80-013 Form)**

Refer to the instructions provided at the following link:

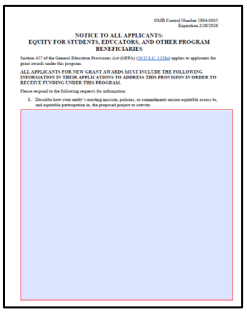
https://apply07.grants.gov/apply/forms/instructions/GG_LobbyingForm-V1.1-Instructions.pdf


CERTIFICATION REGARDING LOBBYING

❑ **General Education Provisions Act (GEPA) Requirements – Section 427**

Refer to the instructions provided at the following link:

https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf


NOTICE TO ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES

Part 8: 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. One of the objectives of Executive Order 12372 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 (SPOC) for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the SPOC and the official list of entities can be found at:

https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf.

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 NIA to the following address:

The Secretary, EO 12372-- ALN# 84.116N
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 the NIA.

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.**

Submit your Application

Contact for Questions
Timing and Deadlines

Submission Requirements and Deadlines

Submit your application by August 5, 2024 at 11:59:59 P.M. Eastern time.

Try to submit your application well before the due date, allowing time to avoid denial of your application in case errors occur and the system cannot validate it.

Submission Instructions:
Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the **Federal Register** which contain requirements and information on how to submit an application.

Applications must be submitted electronically through Grants.gov. Mail-in applications are not allowed unless a waiver is granted. Please refer to **Submission Instructions** in this document for more information.

Submission of Proprietary Information:
Given the types of projects that may be proposed in applications for the Basic Needs program, your application may include business information that you consider proprietary. The Department defines "business information" and describes the process used in determining whether information in an application is proprietary here and, thus, protected from disclosure under the Freedom of Information Act . You may wish to request confidentiality of business information because successful applications are available to the public upon request.

Please designate in your application any information that you believe is exempt from disclosure. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or numbers on which this information can be found. For additional information please see here.

Accessible Format: On request to the program contact person, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, compact disc, or other accessible format.

Step 3 Submit your Application: Procedures and Tips

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.

Browser Support

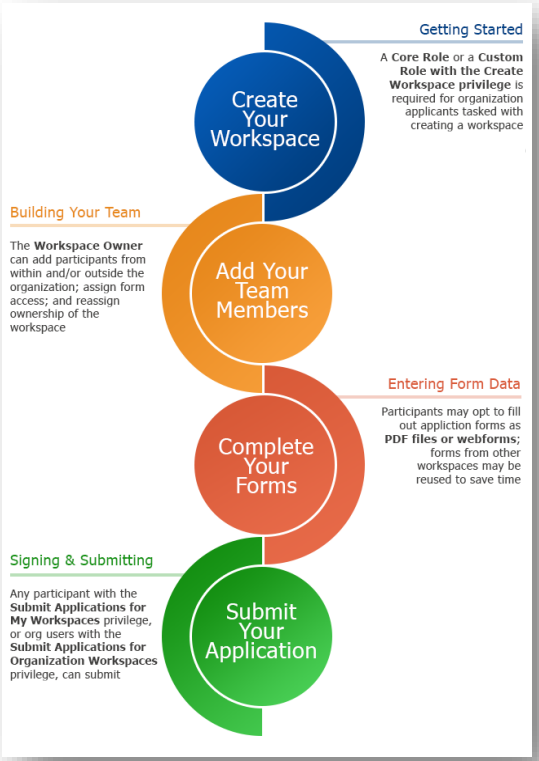
The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so it is recommended that you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues. Grants.gov no longer provides support for Microsoft Internet Explorer 9 or below.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser.

ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html.



1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

2) Complete a Workspace (cont.)

a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms to upload in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and Unique Entity Identifier (UEI) Number. Once it is completed, the information will transfer to the other forms

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to https://www.grants.gov/web/grants/applicants/applicant-training.html.

Step 3 Submit your Application: Helpful Reminders

Register Early

Grants.gov registration involves many steps including registration on SAM (www.sam.gov), which usually takes approximately 7 to 10 business days, but can take longer depending on 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 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. Please note that your organization will need to update its SAM registration annually.

To register in SAM.gov, click on the "Get Started" link under the "Register Your Entity…" heading in SAM.gov. Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), that are not already registered in SAM.gov must complete the "Register Entity" registration option and NOT the "Get a Unique Entity ID" option. The "Get a Unique Entity ID" option, which is not a full registration, is only available to entities for reporting purposes. Failing to complete the "Register Entity" option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award. Information about SAM is available at www.SAM.gov. To further assist you with registering in SAM or updating your existing SAM registration, see the Quick Start Guide for Grant Registrations and the Entity Registration Video at https://sam.gov/content/entity-registration.



Submit Early

It is strongly recommended that you submit your application early, ideally at least 5 days before the deadline. 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. The time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see Verify Submission below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, Grants.gov will reject your application.

Step 3 Submit your Application: Helpful Reminders

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 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be**:** Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department 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 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/encountering-error-messages.html. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

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. If the application is validated later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late and will not be reviewed.

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 email at: mailto:support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants.

Electronic submission of your application is required, but if electronic submission is not possible (e.g., you do not have access to the internet), (1) you must provide a prior written notification that you intend to submit a paper application and (2) your paper application must be postmarked by the application deadline date. Your prior written notification may be submitted by email or by mail to the person listed in the FOR FURTHER INFORMATION CONTACT section of the competition Notice Inviting Applications (NIA). If you submit your notification by email, it must be received by the Department no later than 14 calendar days before the application deadline date. If you mail your notification to the Department, it must be postmarked no later than 14 calendar days before the application deadline date. (See the 2022 Common Instructions for detailed instructions regarding this procedure.)

Helpful Hints When Working with 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 Applicant FAQs found at this Grants.gov link: http://www.grants.gov/web/grants/applicants/applicant-faqs.html as well as additional information on Workspace at https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace.

Step 3 Submit your Application: Helpful Reminders

Slow Internet Connections

When using a slow internet connection, such as 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. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. **If you do not have access to a high-speed internet connection, you may want to consider following the instructions in the Federal Register NIA to obtain an exception to the electronic submission requirement no later than 14 calendar days before the application deadline date.** (See the Federal Register NIA for detailed instructions and the 2022 Common Instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, it is recommended that applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- 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.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- 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 with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Understand review, selection, and award

This section is intended to help you understand the process and criteria for review, selection, and award.

Selection Criteria

Applications will be evaluated according to specific selection criteria identified below. Reviewers of your application will use these criteria to rate your proposal, and the overall assessment of your proposal will be based on the extent to which it satisfies the selection criteria. An application may earn up to a total of 100 points based on responses to the selection criteria and up to 10 points based on responses to the *optional* competitive preference priorities.

	Criteria	Possible Points
	Need for Project	up to 10 points
	Quality of Project Design	up to 30 points
	Quality of Project Services	up to 25 points
	Quality of Project Personnel	up to 10 points
	Quality of Management Plan	up to 10 points
	Quality of Project Evaluation	up to 15 points
CPP	Competitive Preference Priorities	up to 10 points
Total		**110 points**

Need for the Project (Maximum 10 points)

In determining the need for the proposed project, the Secretary considers the following factors:

1) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (up to 5 points)

2) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (up to 5 points)

Quality of the Project Design (Maximum 30 points)

In determining the quality of project services, the Secretary considers:

1) The extent to which the proposed project will integrate with or build on similar or related efforts to improve relevant outcomes (as defined in the NIA), using existing funding streams from other programs or policies supported by community, State, and Federal resources. (up to 10 points)

2) The extent to which the proposed project demonstrates a rationale (as defined in the NIA). (up to 15 points)

3) 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. (up to 5 points)

Quality of Project Services (Maximum 25 points)

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

1) In determining the quality of the services to be provided by the proposed 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 traditionally been underrepresented based on race, color, national origin, gender, age, or disability. (up to 5 points)

2) The likely impact of the services to be provided by the proposed project on the intended recipients of those services. (up to 10 points)

3) 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. (up to 10 points)

Quality of Project Personnel (Maximum 10 points)

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

(1) 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. (up to 3 points)

(2) The qualifications, including relevant training and experience, of key project personnel. (up to 7 points)

Note: Applicants are encouraged to include in their application that they are committed to paying their staff a living wage for the local area and providing benefits.

Quality of the Management Plan (Maximum 10 points)

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

(1) In determining the quality of the management plan for the proposed project, the Secretary considers 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. (up to 10 points)

Quality of the Project Evaluation (Maximum 15 points)

In determining the adequacy of resources for the proposed project, 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. (up to 5 points)

(2) 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. (up to 5 points)

(3) The methods of evaluation will, if well implemented, produce promising evidence (as defined in this NIA) about the project's effectiveness (up to 5 points)

Step 4 Understand review, selection, and award: Review

Review and Selection Process

For this competition, a panel of three non-federal reviewers will read, prepare a written evaluation of, and score all eligible applications using the selection criteria and the competitive preference priorities provided in the NIA. A rank order funding slate will be made from this review. Awards will be made in rank order according to the average score received from the peer review.

Risk Assessment and Specific Conditions

Consistent with 2 CFR 200.206, before awarding grants under this program, the Department conducts a review of the risks posed by applicants. Under 2 CFR 200.208, the Secretary may impose specific conditions and, under 2 CFR 3474.10, 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.

Integrity and Performance System

If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently $250,000), the Department must make a judgement about your integrity, business ethics, and record of performance under Federal awards—that is, the risk posed by you as an applicant—before the Department makes an award. In doing so, the Department must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS), accessible through the System for Award Management. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

In General

In accordance with the Office of Management and Budget's guidance, all applicable Federal laws, and relevant Executive guidance, the Department will review and consider applications for funding pursuant to the NIA in accordance with:

(a) Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications

(b) Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019;

(c) Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States and

(d) Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities.

Tiebreakers

In the event there are two or more applications with the same final score, and there are insufficient funds to fully support each of these applications, the Department applies the following tie-breaking factors.

To resolve ties in the reader scores of applications, the Department will:

1) award one additional point to an application from an IHE with the highest percentage of degree/certificate-seeking students who are Pell grant recipients.

If a tie remains after applying the preceding tiebreaker, the Department will:

2) award one additional point to an application from an IHE with the highest average score for the selection criterion "Quality of Project Services."

If a tie remains after applying the preceding tiebreaker, the Department will:

3) award one additional point to an application from an IHE with the highest average score for the selection criterion "Quality of the Project Design."

If a tie remains after applying the preceding tiebreaker, the Department will:

4) award one additional point to an application from an IHE with the highest average score for the selection criterion "Quality of the Project Evaluation."

Review the post award requirements

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Timing and Deadlines

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This section is intended to help you understand what is required of grantees.

Award Notices

If your application is successful, the Department notifies Congress and sends you a Grant Award Notification (GAN); or may send you an email containing a link to access an electronic version of your GAN. The Department also may notify you informally.

If your application is not evaluated or not selected for funding, the Department notifies you.

Administrative and National Policy Requirements

The Department identifies administrative and national policy requirements in the application package and reference these and other requirements in the *Applicable Regulations* section of the NIA.

The Department references the regulations outlining the terms and conditions of an award in the *Applicable Regulations* section of the NIA 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.

Open Licensing Requirements

Unless an exception applies, if you are awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer here.

Reporting

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 should you receive funding under the competition.

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. At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary.

Performance Measures

The Secretary has established performance indicators (i.e., performance measures) for the Basic Needs program. For purposes of Department reporting under 34 CFR 75.110, the Department will use the following performance measures to evaluate the success of the Basic Needs for Postsecondary Students Program:

1	The percentage of low-income students at the institution served by any direct student service supported by the grant.
2	The annual persistence rate at grantee institutions for all students who are served by any direct student service supported by the grant.
3	By the end of the grant period, the rate of degree or certificate completion at grantee institutions for all students served by any direct student service supported by the grant.
4	The level of basic needs insecurity among all students served by any direct student service supported by the grant, measured before and after implementation of the grant.

For purpose of the performance measures, the term "low-income student" means a student—

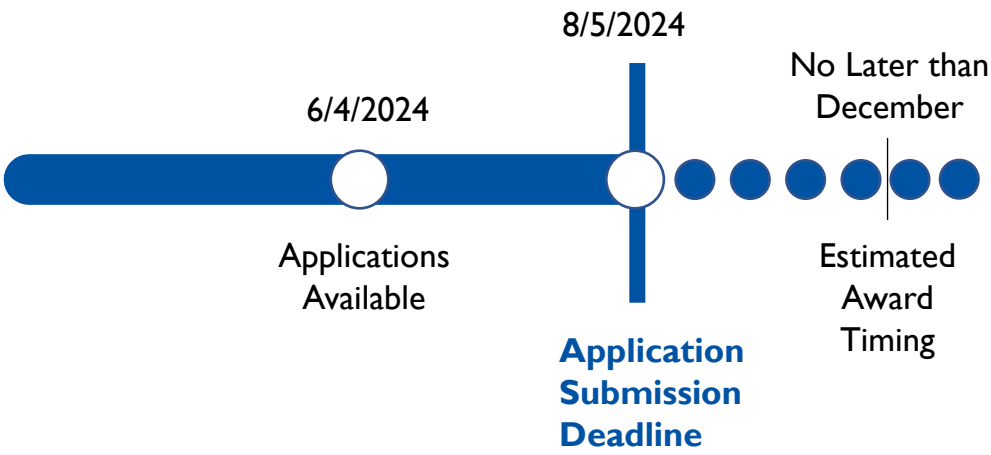
(a) Who is eligible to receive a Federal Pell Grant for the award year for which the determination is made; or

(b) Who would otherwise be eligible to receive a Federal Pell Grant for the award year for which the determination is made, except that the student fails to meet the requirements of section 484(a)(5) of the Higher Education Act, 20 U.S.C. 1091(a)(5), because the student is in the United States for a temporary purpose.

If funded, you will be asked to collect and report data from your project on steps taken toward achieving the above goals. Applicants to this competition are advised to include the performance indicators in conceptualizing the design, implementation, and evaluation of the proposed project. These indicators are related to some of the review criteria discussed in this application package, and it is, therefore, important to the success of your application that you address them. The assessment of these performance indicators, along with measures of goals and objectives specific to your project design, are to be part of the project evaluation plan.

Timing and Deadlines

Application Timeline



Remember to submit your application early!

Contact for Questions

For Further Information Contact:

Njeri Clark
U.S. Department of Education
400 Maryland Avenue SW, 5th floor
Washington, DC 20202–4260.
Telephone: (202) 453–6224. Email: *Njeri.Clark@ed.gov*

If you are deaf, hard of hearing, or have a speech disability and wish to access telecommunications relay services, please dial 7–1–1.

Technical Assistance Workshops for Prospective Applicants

The Department will hold a pre-application webinar series. Detailed information regarding pre-application webinars will be provided on the Basic Needs website at https://www2.ed.gov/programs/basic-need/index.html.

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 1894-0006. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data resources, 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 (20 U.S.C. 1138-1138d; the Explanatory Statement accompanying Division D of the Further Consolidated Appropriations Act, 2024 (Pub. L. 118-47)). If you have comments or concerns regarding the status of your individual submission of this application, please contact Basic Needs for Postsecondary Students Program, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202 directly.

Please do not return completed applications to this address.