U.S. DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION & REHABILITATIVE SERVICES
OFFICE OF SPECIAL EDUCATION PROGRAMS
WASHINGTON, D.C. 20202

# FISCAL YEAR 2022
# APPLICATION FOR NEW GRANTS UNDER THE *INDIVIDUALS WITH DISABILITIES EDUCATION ACT* (*IDEA*)

# PERSONNEL DEVELOPMENT TO IMPROVE SERVICES AND RESULTS FOR CHILDREN WITH DISABILITIES (ASSISTANCE LISTING NUMBER/CFDA 84.325)

# APPLICATIONS FOR NEW AWARDS; NATIONAL CENTER FOR DEVELOPMENT AND DISSEMINATION OF DIGITAL OPEN EDUCATIONAL RESOURCES THAT TRANSLATE RESEARCH TO PRACTICE FOR BUILDING THE CAPACITY OF PERSONNEL SERVING STUDENTS WITH DISABILITIES (ASSISTANCE LISTING NUMBER/CFDA 84.325E)

**DATED MATERIAL: OPEN IMMEDIATELY**

**CLOSING DATE: MAY 2, 2022**

**FORM APPROVED—OMB NO. 1820-0028, EXP. DATE: 07/31/2022**

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## 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 1820-0028. Public reporting burden for this collection of information is estimated to average 45 hours and 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (P.L. 108-446, Sec. 650 and 682). If you have comments or concerns regarding the status of your individual submission of this form, please contact the Office of Special Education Programs (OSEP) Discretionary Grant Programs, Office of Special Education and Rehabilitative Services, U.S. Department of Education, 400 Maryland Avenue, SW, Potomac Center Plaza, room 5008C, Washington D.C. 20202-5076 or by phone at 202-245-7542.

# APPLICANT LETTER

Dear Applicant:

This application packet contains information and the required forms for you to use in submitting a new application for funding under one program authorized by the Individuals with Disabilities Education Act (IDEA). This packet covers one competition under the Personnel Development To Improve Services And Results For Children With Disabilities (Assistance Listing Number/CFDA 84.325) program—Applications for New Awards; Personnel Development to Improve Services and Results for Children with Disabilities--National Center for Development and Dissemination of Digital Open Educational Resources that Translate Research to Practice for Building the Capacity of Personnel Serving Students with Disabilities (Assistance Listing Number/CFDA 84.325E).

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

Please note the following:

- **GRANTS.GOV APPLICATION SUBMISSION AND SAM REGISTRATION.**

  Applications for grants under this competition **must** be submitted electronically using the Grants.gov Apply site (www.Grants.gov). Please read carefully the **Grants.gov Submission Procedures and Tips for Applicants** document included on page B-33, which includes helpful tips about submitting electronically using the Grants.gov Apply site. Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete but could take as many as several weeks to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov. **You cannot submit an application through Grants.gov until Grants.gov has received your SAM registration information. We strongly encourage you to familiarize yourself with SAM and Grants.gov, and strongly recommend that you register *and* submit early.**

  **Applicants are required to upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word.** However, it is **recommended** that applicants upload files as read-only flattened PDFs. Information on computer and operating system compatibility with Adobe and links to download the latest version of Adobe are available on Grants.gov. Please note that you must follow the Application Procedures as described in the Federal Register notice announcing this grant competition. Information (including dates and times) about how to submit your application electronically can also be found in section E of this application package,

Application Transmittal Instructions and Requirements for Intergovernmental Review. Additional instructions for sending applications electronically are provided on page G-4, Application Forms and Instructions for Grants.gov Applications.

- **MAXIMUM AWARD AMOUNT.**

  The competition included in this package has maximum award amounts. Please refer to the specific information for the priority/competition to which you are submitting an application (i.e., Section B of this package) for detailed budget information for the total grant period requested. Please be advised that for the priority in this package, the maximum award amount covers all project costs including indirect costs.

- **RECOMMENDED PAGE LIMITS AND LINE SPACING OF APPLICATION NARRATIVE.**

  The competition included in this package limits the Application Narrative to a recommended number of double-spaced pages. **This recommended page limit and double-line spacing applies to all material presented in the application narrative**. This recommended double-line spacing applies to all titles, headings, footnotes, quotations, reference citations, and captions, as well as all text in charts, tables, figures, graphs, screen shots, and logic models included in the application narrative. (Please refer to the specific recommendations on page limits for the priority/competition to which you are submitting an application, Section B of this package).

- **FORMAT FOR OTHER SECTIONS OF THE APPLICATION.**

  Additional information regarding formatting applications has been included on Pages D-3 and D-4 of the "General Information on Completing an Application" section of this package.

  Appendix A: Reviewers will be instructed to review the content of Appendix A as they do the application narrative. Reviewers will not be required to review any other appendices. **Charts, tables, figures, graphs, screen shots and logic models that provide information directly relating to the application requirements for the narrative should be the only items included in Appendix A. Appendix A should not be used for supplementary information. Please note that charts, tables, figures, graphs, screen shots, and logic models can be single-spaced when placed in an Appendix A.**

  **Abstract:** For the application Abstract, applicants should use the template located at: **https://www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html**.

- **ABSOLUTE PRIORITY.**

  This competition includes one absolute priority. In accordance with 34 CFR 75.105(b)(2)(v), this priority is from allowable activities specified in the statute (see sections 662 and 681 of the Individuals with Disabilities Education Act (IDEA); 20 U.S.C. 1462 and 1481).

For FY 2022 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

The Department will use peer reviewers to review and score applications on the selection criteria. Prior to the peer review, Department staff will determine if an application has met the absolute priority and is eligible for peer review. An application that has not met the absolute priority will not be considered for funding and may not be reviewed.

**PROTECTION OF HUMAN SUBJECTS IN RESEARCH.**

The discretionary grant Application Form SF-424 requires applicants to indicate whether they plan to conduct research involving human subjects at any time during the proposed project period. The Protection of Human Subjects in Research Attachment is an integral part of the SF-424 form. It includes information that applicants need to complete the protection of human subjects' item and, as appropriate, to provide additional information to the Department regarding human subjects research projects. Additional information on completing the protection of human subjects item is also available and can be accessed on the internet at:

https://www2.ed.gov/policy/fund/guid/humansub/overview.html

www.ed.gov/about/offices/list/ocfo/humansub.html

- **RESPONSE TO GPRA.**

  As required by the Government Performance and Results Act of 1993 (GPRA), the Office of Special Education Programs (OSEP) has developed a strategic plan for measuring GPRA performance. The program included in this announcement is authorized under Part D - National Activities to Improve Education of Children with Disabilities of the Individuals with Disabilities Education Act. Projects funded under this competition are required to submit data on GPRA performance measures as directed by OSEP. See Performance Measures included in the Priority Description section of this application package. Applicants are encouraged to consider this information when preparing their applications.

- **COPIES OF THE APPLICATION.**

  Unless you qualify for an exception in accordance with the instructions found in the Notice Inviting Applications, you must submit your application electronically. Therefore, you do not need to submit paper copies of the application. If you are granted an exception, current Government-wide policy requires that an original and two paper copies need to be submitted. Please note: If an application is recommended for funding and a grant award is issued, we will contact the applicant to request an electronic copy of the application in MS Word or a PDF file. The Department is moving toward an electronic grant filing system and an electronic copy of all applications that are being funded will facilitate this effort.

**ADDITIONAL INFORMATION**

OSEP also provides information on developing performance measures and logic models at https://www.osepideasthatwork.org/logicModel to assist you in preparing a quality application. For information about other U.S. Department of Education grant and contract opportunities, we encourage you to use the Department's grant information web page which can be accessed on the internet at http://www.ed.gov/about/offices/list/ocfo/grants/grants.html.

We appreciate your efforts to improve the provision of services for individuals with disabilities.

Sincerely,

/s/

Lawrence J. Wexler, Ed.D.
Director
Research to Practice Division
Office of Special Education Programs

# NOTICE INVITING APPLICATIONS

# FEDERAL REGISTER NOTICE

**4000-01-U**

**DEPARTMENT OF EDUCATION**

**Applications for New Awards; Personnel Development to Improve Services and Results for Children With Disabilities--National Center for Development and Dissemination of Digital Open Educational Resources that Translate Research to Practice for Building the Capacity of Personnel Serving Students with Disabilities**

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

**ACTION: Notice.**

**SUMMARY:**

The Department of Education (Department) is issuing a notice inviting applications for new awards for fiscal year (FY) 2022 for the National Center for Development and Dissemination of Digital Open Educational Resources that Translate Research to Practice for Building the Capacity of Personnel Serving Students with Disabilities, Assistance Listing Number 84.325E. This notice relates to the approved information collection under OMB control number 1820-0028.

**DATES:**

Applications Available: **March 3, 2022.**

Deadline for Transmittal of Applications: **May 2, 2022.**

Deadline for Intergovernmental Review: **July 1, 2022.**

Pre-Application Webinar Information: No later than March 8, 2022, the Office of Special Education and Rehabilitative Services (OSERS) will post details on pre-recorded informational webinars designed to provide technical assistance to interested applicants. Links to the webinars may be found at www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html.

**ADDRESSES:**

For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published

in the *Federal Register* on December 27, 2021 (86 FR 73264) and available at www.federalregister.gov/d/2021-27979. Please note that these Common Instructions supersede the version published on February 13, 2019, and, in part, describe the transition from the requirement to register in SAM.gov a Data Universal Numbering System (DUNS) number to the implementation of the Unique Entity Identifier (UEI). More information on the phase-out of DUNS numbers is available at https://www2.ed.gov/about/offices/list/ofo/docs/unique-entity-identifier-transition-fact-sheet.pdf.

## FOR FURTHER INFORMATION CONTACT:

Sarah Allen, U.S. Department of Education, 400 Maryland Avenue, SW, Room 5160, Potomac Center Plaza, Washington, DC 20202-5076. Telephone: (202) 245-7875. Email: Sarah.Allen@ed.gov

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

## SUPPLEMENTARY INFORMATION

## FULL TEXT OF ANNOUNCEMENT

# I. FUNDING OPPORTUNITY DESCRIPTION

**Purpose of Program:**

The purposes of the Personnel Development Program to Improve Services and Results for Children with Disabilities program are to (1) help address State-identified needs for qualified personnel in special education, early intervention, related services, and regular education to work with children, including infants, toddlers and youth, with disabilities; and (2) ensure that those personnel have the necessary skills and knowledge, derived from practices that have been determined through scientifically based research and experience, to be successful in serving those children.

**Priorities:**

This competition includes one absolute priority. In accordance with 34 CFR 75.105(b)(2)(v), this priority is from allowable activities specified in the statute (see sections 662 and 681 of the Individuals with Disabilities Education Act (IDEA); 20 U.S.C. 1462 and 1481).

**Absolute Priority:**

For FY 2022 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority. This priority is:

**National Center for Development and Dissemination of Digital Open Educational Resources that Translate Research to Practice for Building the Capacity of Personnel Serving Students with Disabilities (Center).**

**Background:**

Well-prepared, culturally and linguistically responsive, and committed special education personnel are vital to improving developmental and learning outcomes (e.g., social, emotional, behavioral, and academic) for all students, especially students with disabilities (Darling-Hammond et al., 2020). The Nation faces continued chronic shortages in the education workforce, especially special education personnel, and these shortages have been exacerbated by the COVID-19 pandemic (Billingsley & Bettini, 2019; Gecker, 2021; Mason-Williams et al., 2020). Between 2009 and 2014, enrollment in higher education programs preparing personnel declined more than 30 percent (Espinoza et al., 2018). Schools and districts report increasing difficulty hiring personnel, especially personnel for special education and related services

positions. As a result, many States lowered academic requirements to enter teacher preparation programs and are hiring personnel under emergency certifications (Putman & Walsh, 2021). The most effective way to ensure the use of evidence-based practices (EBPs) with cultural and linguistic competence by personnel serving students with disabilities is by (a) improving the quality of preparation programs through the incorporation of EBPs with cultural and linguistic competence into their program of study, and (b) providing ongoing professional development for the practicing workforce to ensure they have the knowledge and skills to use the most up to date EBPs (CEEDAR Center and Center for Great Teachers and Leaders, 2020).

Despite the gains made in identifying EBPs, use of those practices in delivery of instruction and interventions for students with disabilities continues to lag (Cook et al., 2021; Cook & Odom, 2021). Given the importance of EBPs in supporting students' growth and improving outcomes, it is critical that personnel serving students with disabilities have the updated knowledge and skills to choose and use these effective practices.

To ensure that personnel serving students with disabilities have the knowledge and skills to use EBPs effectively, States, districts, schools, and institutions of higher education (IHEs) must implement effective personnel development practices in both preparation programs and professional learning opportunities supporting growth for the current education workforce. Resources that may be used within such programs or stand-alone training are needed to support personalized professional learning for those seeking to advance their knowledge and skills. Further, both preparation programs and professional learning opportunities must be designed with a clear focus on course and curricular content that (a) translates research to practice by first building knowledge and understanding and then linking to meaningful applied learning experiences; (b) incorporates active learning with adult-learning principles; (c) connects learning to real-world settings; and (d) provides opportunities for modeling, coaching, and feedback (Darling-Hammond et al., 2017).

To advance educational equity in the use of EBPs with cultural and linguistic competence, preparatory programs and professional learning opportunities must also support multiple pathways into the profession, and support personnel development over a lifetime of learning and working, for individuals from diverse backgrounds (Darling-Hammond et al., 2017). In addition to traditional career pathways, some may enter the education workforce under provisional or alternate certification as career changers or after returning from military service. Others who are working as paraprofessionals may continue their education at a community college and then a four-year institution, with a pipeline program that leads to completion of the degree requirements needed for certification. Regardless of how one pursues full certification, all pathways that support traditionally underserved populations in obtaining meaningful and rewarding work within the education workforce need to be solidly grounded in the use of EBPs with cultural and linguistic competence.

Even before the onset of the COVID-19 pandemic, digital teaching and learning tools were playing an increasingly important role in preparation programs and professional learning opportunities for personnel serving and supporting students with disabilities (Pelletier et al., 2021). Digital learning tools can facilitate interactive preparation and professional learning environments and support learner variability. Mixed reality classroom simulators are expanding opportunities for teaching and learning in IHE courses from a focus on constructing knowledge and understanding to building skills by providing practice opportunities in simulated classrooms. New learning management platforms are being used to support the development, organization, and delivery of high-quality teaching and learning, and allow both personalized and competency-based learning and monitoring performance across individuals and groups. Other platforms continue to expand the use of microcredentials, badging, and other forms of credit for professional growth and meeting continuing education requirements. Evidence-based professional development is needed to support faculty and professional development providers to identify and use these tools to enhance teaching and learning in personnel preparation programs and professional learning opportunities.

With hybrid education expected to grow in importance and relevance, the need and demand for high-quality digital teaching and learning content, products, and services that build the capacity of personnel to use EBPs also continues to grow. In addition, there is increased demand for using virtual environments and paradigms to enhance personnel preparation programs and professional learning opportunities. Likewise, the need to support IHE faculty, and State and local professional development providers in learning to use these resources to design and deliver effective courses and plan comprehensive curricula or programs has grown and expanded.

This absolute priority will advance the Secretary's priorities in the areas of addressing the impact of COVID–19 on students, educators, and faculty and supporting a diverse educator workforce and professional growth to strengthen student learning.

Priority:

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The purpose of this priority is to fund a cooperative agreement to establish and operate a national center that will develop and disseminate digital, open educational resources (OER)[1] that translate research to practice for use in building the capacity of special education

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[1] Open Educational Resources are teaching and learning materials that you may freely use and reuse at no cost.

personnel[2] to use EBPs[3] with cultural and linguistic competence to improve results for students with disabilities. In addition, the Center will disseminate resources to (a) faculty who prepare special education personnel, including future faculty; (b) State, local, and other professional development providers; and (c) individuals independently seeking to use the Center's resources to design and deliver effective course and curriculum content needed to support the preparation and professional learning in use of EBPs with cultural and linguistic competence to deliver instruction, interventions, and services for students with disabilities and their families, including those from underserved populations.

The Center must achieve, at a minimum, the following expected outcomes:

(a) Development and dissemination of innovative accessible digital OER that translate research to practice for use in building the capacity of special education personnel to use EBPs with cultural and linguistic competence to improve results for students with disabilities including those from underserved populations;

(b) Products and services that include knowledge-based teaching and learning tools, skill-building exercises, and connections to real-world or simulated practice opportunities aligned to professional standards;

(c) Resources developed by the Center that are licensed through an open-access licensing authority;

(d) Resources developed by the Center that are responsive to learners from varied backgrounds (e.g., race, ethnicity, disability, primary language) and education levels (e.g., bachelor's, doctoral); and as needed, may be differentiated by role (e.g., teacher, provider, administrator) and used across certification pathways and professional development opportunities;

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[2] For the purpose of this priority, "special education personnel" include general and special education teachers, related service providers, and educational administrators of systems that provide services to children and youth with disabilities and their families. Also included may be faculty, policy makers, and others indirectly supporting delivery of services and support for students with disabilities.

[3] For the purposes of this priority, "evidence-based practices" means practices that, at a minimum, demonstrate a rationale (as defined in 34 CFR 77.1), where 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.

(e) Increased capacity of faculty and IHEs with personnel preparation programs[4] to build knowledge and skills of special education personnel to use EBPs with cultural and linguistic competence to strengthen learning and improve results for students with disabilities by using the Center's resources to enhance course and curricula content;

(f) Increased capacity of State educational agencies (SEAs), local educational agencies (LEAs), and other providers supporting professional growth of current special education personnel in the use of EBPs with cultural and linguistic competence by using Center products to enhance course and curricula content; offer multiple comprehensive and evidence-based certification pathways and professional development opportunities; and track progress, verify learning across individuals or groups, and assign credit needed to meet continuing education requirements for personnel serving students with disabilities; and

(g) Partnerships or agreements that support dissemination and use of the Center's products in personnel preparation programs and professional learning opportunities, and services to yield verification of learning or forms of credit needed to demonstrate professional growth and meet continuing education requirements for personnel serving students with disabilities.

In addition to these programmatic requirements, to be considered for funding under this priority, applicants must meet the application and administrative requirements in this priority, which are:

(a) Demonstrate, in the narrative section of the application under "Significance," how the proposed project will--

(1) Address current and emerging needs for instructional and intervention resources that translate research to practice for use in building the knowledge and skills of special education personnel to use EBPs with cultural and linguistic competence to improve results for students with disabilities, including those from underserved populations. To meet this requirement, the applicant must--

(i) Demonstrate knowledge of the need for special education personnel to have the knowledge and skills to identify and use EBPs with cultural and linguistic competence to improve outcomes for students with disabilities and knowledge of the challenges that faculty and IHEs offering personnel preparation programs, and SEAs, LEAs, and others offering

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[4] For the purpose of this priority, "personnel preparation programs" include associate, bachelor's, master's, educational specialist, and doctoral programs that prepare personnel serving students with disabilities.

professional learning opportunities, face in building the capacity of personnel;

(ii) Demonstrate knowledge of the need for high-quality, innovative, interactive OER that translate research to practice for enhancing courses and curricula content offered by IHEs, SEAs, LEAs, and other providers building the capacity of personnel to use EBPs with cultural and linguistic competence to deliver instruction, interventions, and services for students with disabilities and their families; and

(iii) Demonstrate knowledge of the current and emerging content, pedagogy, and instructional needs of learners differentiated by roles (e.g., teacher, service provider, administrator); credentials (e.g., uncertified or certified, across degree levels); backgrounds (e.g., education professional, career changer, race, and ethnicity); program type (e.g., higher education preparation program and professional learning opportunities); and expertise in developing and delivering instructional and intervention resources to build capacity of personnel to use EBPs with cultural and linguistic competence in delivering instruction, interventions, and services for students with disabilities and their families;

(2) Address the current and emerging needs for innovative, state-of-the-art educational technologies for use in personnel preparation programs and professional learning opportunities seeking to optimize course and curriculum content in programs designed to build the capacity of personnel to deliver evidence-based instruction, interventions, and services with cultural and linguistic competence for students with disabilities and their families. To address this requirement, the applicant must--

(i) Demonstrate knowledge of the need for innovative and promising educational technologies to enhance instruction and learning, and provide verification of learning of course and curriculum content, and expertise integrating these technologies in products and services designed to support preparation and professional learning opportunities of special education personnel;

(ii) Demonstrate knowledge of, and expertise in, effective dissemination of digital, OER addressing the use of EBPs with cultural and linguistic competence to IHEs, SEAs, LEAs, and other personnel development programs, including data demonstrating quality and use of those resources; and

(iii) Demonstrate knowledge of, and expertise in, building the capacity of IHE faculty (including future faculty) and personnel development providers to use digital OER in courses and curricula of personnel preparation programs and professional learning opportunities with consideration of learners differentiated by roles (e.g., teacher, provider, administrator); credentials (e.g., uncertified or certified, across degree levels); backgrounds (e.g., education professional, career changer, race, and ethnicity); and program type (e.g., higher education

preparation program, continuing professional development).

(b) Demonstrate, in the narrative section of the application under "Quality of Project Services," how the proposed project will--

(1) Ensure equal access and treatment for members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. To meet this requirement, the applicant must describe how it will--

(i) Identify the needs of the intended recipients, including both those learning to use EBPs with cultural and linguistic competence (e.g., special education personnel and scholars enrolled in preparation programs), and those who will use the Center's resources to design and deliver effective course and curriculum content needed to support the preparation (e.g., faculty, future faculty), or professional learning opportunities for special education personnel (e.g., SEAs, LEAs, other professional development providers) to use EBPs with cultural and linguistic competence to deliver instruction, interventions, and services for students with disabilities and their families; and

(ii) Ensure that services and products meet the needs of the intended recipients of the grant;

(2) Achieve its goals, objectives, and intended outcomes. To meet this requirement, the applicant must provide--

(i) Measurable intended project outcomes consistent with the intended outcomes specified in this notice; and

(ii) In Appendix A, the logic model[5] by which the proposed project will achieve its intended outcomes that depicts, at a minimum, the goals, activities, outputs, and intended outcomes of the proposed project;

(3) Use a conceptual framework (and provide a copy in Appendix A) to develop project plans and activities, describing any underlying concepts, assumptions, expectations, beliefs, or theories, as well as the presumed relationships or linkages among these variables, and any empirical support for this framework;

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[5] Logic model (34 CFR 77.1) (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.

Note: The following websites provide more information on logic models and conceptual frameworks: www.osepideasthatwork.org/resources-grantees/program-areas/ta-ta/tad-project-logic-model-and-conceptual-framework; https://osepideasthatwork.org/evaluation?tab=eval-logic; and https://ies.ed.gov/ncee/edlabs/regions/central/pdf/REL_2021112.pdf.

(4) Be based on current research and make use of EBPs. To meet this requirement, the applicant must describe--

(i) The current research on special education personnel's use of EBPs with cultural and linguistic competence in the delivery of instruction, interventions, and services that strengthen learning and improve outcomes for students with disabilities;

(ii) The current research on the use of innovative and promising interactive educational technologies to enhance instruction and learning, and provide verification of learning in course and curricula content of personnel preparation programs and professional learning opportunities that require demonstrated knowledge, skills, and practice in real-world or simulated settings; and

(iii) The current research about adult learning principles and implementation science that will inform the proposed product development, dissemination, and TA to IHEs, SEAs, LEAs, and other professional development providers; and

(iv) How the proposed project will incorporate current research and practices in the development and delivery of its products and services;

(5) Develop products and provide services that are of high quality and sufficient intensity and duration to achieve the intended outcomes of the proposed project. To address this requirement, the applicant must describe--

(i) How it proposes to identify or develop:

(A) Innovative, accessible digital OER that translate research to practice for use in building the capacity of special education personnel to implement EBPs with cultural and linguistic competence to improve results for students with disabilities;

(B) Existing products from the Office of Special Education Program's (OSEP's) prior investment for updating, to reflect current research, policy, product design, and delivery features;

(C) Products grounded in adult-learning principles and use of interactive educational technologies to enhance instruction and learning, provide verification of knowledge-based learning, provide skill-building exercises, and connect to real-world or simulated practice

opportunities aligned to professional standards;

(D) Products that are responsive to the needs of learners from varied backgrounds (e.g., race, ethnicity, disability, primary language); education levels (e.g., bachelor's, doctoral); and, as needed, may be differentiated by role (e.g., teacher, provider, administrator) and used within personnel preparation, professional development, or by individuals for personalized learning;

(E) A framework and tools for identifying, implementing, and sustaining use of Center products within special education personnel preparation programs and for professional learning opportunities, to enhance the curriculum and support special education personnel; and

(F) A comprehensive communication plan to support dissemination of, and outreach related to, the Center's library of products and services. The framework should address the (a) target audiences; (b) context in which communication will occur; (c) purpose or intended outcomes of the communications (e.g., inform, increase use); and (d) use of media, including social media; and also include metrics to document effectiveness and reach;

(ii) Its proposed approach to universal, general TA,[6] which must identify the intended recipients, including the type and number of recipients, that will receive the products and services, a description of the products and services that the project proposes to make available, and the expected impact of those products and services under this approach. At minimum, the approach should include activities focused on--

(A) Identifying, developing, and disseminating products, materials, and tools to increase awareness of the importance and benefits of using EBPs with cultural and linguistic competence to strengthen student learning and improve outcomes for students with disabilities, including students with disabilities who have high-intensity needs and from underserved populations; and

(B) Identifying, developing, and disseminating products that translate research to practice for use in building the capacity of special education personnel to use EBPs with cultural and linguistic competence to improve results for students with disabilities, including students with disabilities who have high-intensity needs and those from underserved populations; and

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[6] "Universal, general TA" means TA and information provided to independent users through their own initiative, resulting in minimal interaction with TA center staff and including one-time, invited, or offered conference presentations by TA center staff. This category of TA also includes information or products, such as newsletters, guidebooks, or research syntheses, downloaded from the TA center's website by independent users. Brief communications by TA center staff with recipients, either by telephone or email, are also considered universal, general TA.

(C) Identifying, developing, and disseminating products, materials, and tools to help IHEs, SEAs, LEAs, and other professional development providers use the Center's products or services to enhance and expand coverage of EBPs with cultural and linguistic competence in course and curriculum content of personnel preparation programs and professional development opportunities for those who serve students with disabilities;

(iii) Its proposed approach to targeted, specialized TA,[7] which must identify--

(A) Its proposed approach for identifying and establishing partnerships or agreements with ethnically and culturally diverse faculty and IHEs supporting different levels of preparation (associate, bachelor's, master's, educational specialist, and doctoral levels) to support use of Center products in course and curricula content;

(B) Its proposed approach for identifying and establishing partnerships or agreements with SEAs, LEAs (especially high-need LEAs[8]) and other professional development providers to support use of Center products in course and curriculum content of programs supporting professional learning opportunities for current special education personnel;

(C) The Center's services to track progress, verify learning across individuals or groups, and assign credit needed to meet continuing education requirements for personnel serving students with disabilities;

(D) Its proposed approach for establishing partnerships or agreements that support dissemination and use of the Center's resources in personnel preparation programs, and for professional learning opportunities to enhance teaching and learning, yield verification of learning, or forms of verification needed to demonstrate professional growth and meet continuing education requirements for personnel serving students with disabilities;

(E) Its proposed approach for collaborating with partners, including OSEP-funded TA centers, to increase use of EBPs with cultural and linguistic competence by special education

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[7] "Targeted, specialized TA" means TA services based on needs common to multiple recipients and not extensively individualized. A relationship is established between the TA recipient and one or more TA center staff. This category of TA includes one-time, labor-intensive events, such as facilitating strategic planning or hosting regional or national conferences. It can also include episodic, less labor-intensive events that extend over a period of time, such as facilitating a series of conference calls on single or multiple topics that are designed around the needs of the recipients. Facilitating communities of practice can also be considered targeted, specialized TA.

[8] For the purposes of this priority, "high-need LEA" means an LEA (a) that serves not fewer than 10,000 children from families with income below the poverty line; or (b) for which not less than 20 percent of the children are from families with income below the poverty line.

personnel and build capacity for use of the Center's products in training and TA, and support alignment in resources across centers; and

(F) Its proposed approach for identifying and partnering with OSEP-funded grantees with Personnel Development to Improve Services and Results for Children With Disabilities Program projects to build the capacity of scholars, including future faculty, to use the Center's products in personnel preparation programs and to deliver professional learning opportunities.

(6) Develop products and implement services that maximize efficiency. To address this requirement, the applicant must describe--

(i) How the proposed project will use technology to achieve the intended project outcomes;

(ii) With whom the proposed project will collaborate and the intended outcomes of this collaboration; and

(iii) How the proposed project will use non-project resources to achieve the intended project outcomes; and

(7) Develop a dissemination plan that describes how the applicant will systematically distribute information, products, and services to varied intended audiences, using a variety of dissemination strategies, to promote awareness and use of the project's products and services.

(c) In the narrative section of the application under "Quality of the project evaluation," include an evaluation plan for the project developed in consultation with and implemented by a third-party evaluator.[9] The evaluation plan must--

(1) Articulate formative and summative evaluation questions, including important process and outcome evaluation questions. These questions should be related to the project's proposed logic model required in paragraph (b)(2)(ii) of this notice;

(2) Describe how progress in and fidelity of implementation, as well as project outcomes will be measured to answer the evaluation questions. Specify the measures and associated instruments or sources for data appropriate to the evaluation questions. Include information regarding reliability and validity of measures where appropriate;

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[9] A "third-party" evaluator is an independent and impartial program evaluator who is contracted by the grantee to conduct an objective evaluation of the project. This evaluator must not have participated in the development or implementation of any project activities, except for the evaluation activities, nor have any financial interest in the outcome of the evaluation.

(3) Describe strategies for analyzing data and how data collected as part of this plan will be used to inform and improve service delivery over the course of the project and to refine the proposed logic model and evaluation plan, including subsequent data collection;

(4) Provide a timeline for conducting the evaluation and include staff assignments for completing the plan. The timeline must indicate that the data will be available annually for the annual performance report and at the end of Year 2 for the review process described under the heading, Fourth and Fifth Years of the Project;

(5) Dedicate sufficient funds in each budget year to cover the costs of developing or refining the evaluation plan in consultation with a third-party evaluator, as well as the costs associated with the implementation of the evaluation plan by the third-party evaluator.

(d) Demonstrate, in the narrative section of the application under "Adequacy of resources and quality of project personnel," how--

(1) The proposed project will encourage 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, as appropriate;

(2) The proposed key project personnel, consultants, and subcontractors have the qualifications and experience to carry out the proposed activities and achieve the project's intended outcomes;

(3) The applicant and any key partners have adequate resources to carry out the proposed activities; and

(4) The proposed costs are reasonable in relation to the anticipated results and benefits.

(e) Demonstrate, in the narrative section of the application under "Quality of the management plan," how--

(1) The proposed management plan will ensure that the project's intended outcomes will be achieved on time and within budget. To address this requirement, the applicant must describe--

(i) Clearly defined responsibilities for key project personnel, consultants, and subcontractors, as applicable; and

(ii) Timelines and milestones for accomplishing the project tasks;

(2) Key project personnel and any consultants and subcontractors will be allocated and

how these allocations are appropriate and adequate to achieve the project's intended outcomes;

(3) The proposed management plan will ensure that the products and services provided are of high quality, relevant, and useful to recipients; and

(4) The proposed project will benefit from a diversity of perspectives, including those of families, including those who are racially and ethnically diverse; faculty; special education personnel; TA providers; researchers; and policy makers, among others, in its development and operation.

(f) Address the following application requirements. The applicant must--

(1) Include, in Appendix A, personnel-loading charts and timelines, as applicable, to illustrate the management plan described in the narrative;

(2) Include, in the budget, attendance at the following:

(i) A one and one-half day kick-off meeting in Washington, DC, or virtually, after receipt of the award, and an annual planning meeting in Washington, DC, or virtually, with the OSEP project officer and other relevant staff during each subsequent year of the project period.

Note: Within 30 days of receipt of the award, a post-award teleconference must be held between the OSEP project officer and the grantee's project director or other authorized representative;

(ii) A two and one-half day project directors' conference in Washington, DC, or virtually, during each year of the project period;

(iii) Three annual two-day trips to attend Department briefings, Department-sponsored conferences, and other meetings, as requested by OSEP; and

(iv) A one-day intensive 3+2 review meeting in Washington, DC, or virtually, during the second year of the project period;

(3) Include, in the budget, a line item for an annual set-aside of 5 percent of the grant amount to support emerging needs that are consistent with the proposed project's intended outcomes, as those needs are identified in consultation with, and approved by, the OSEP project officer. With approval from the OSEP project officer, the project must reallocate any remaining funds from this annual set-aside no later than the end of the third quarter of each budget period;

(4) Engage doctoral scholars or post-doctoral fellows in the project to deepen the

knowledge, skills, competencies, and dispositions that future leaders in the field need to increase the special education workforce, ensure special education preparation programs are preparing scholars with the knowledge and skills to use EBPs with cultural and linguistic competence; translate research to practice; deliver professional learning opportunities; and provide TA;

(5) Maintain a high-quality website, with an easy-to-navigate design, that meets government or industry- recognized standards for accessibility;

(6) Ensure that annual project progress toward meeting project goals is posted on the project website; and

(7) Include, in Appendix A, an assurance to assist OSEP with the transfer of pertinent resources and products and to maintain the continuity of services to States during the transition to a new award at the end of this award period, as appropriate.

Fourth and Fifth Years of the Project:

In deciding whether to continue funding the project for the fourth and fifth years, the Secretary will consider the requirements of 34 CFR 75.253(a), including--

(a) The recommendations of a 3+2 review team consisting of experts with knowledge of, and experience in, providing TA for building the capacity of special education personnel to improve results for students with disabilities. This review will be conducted during a one-day intensive meeting that will be held during the last half of the second year of the project period;

(b) The timeliness with which, and how well, the requirements of the negotiated cooperative agreement have been or are being met by the project; and

(c) The quality, relevance, and usefulness of the project's products and services and the extent to which the project's products and services are aligned with the project's objectives and likely to result in the project achieving its intended outcomes.

Under 34 CFR 75.253, the Secretary may reduce continuation awards or discontinue awards in any year of the project period for excessive carryover balances or a failure to make substantial progress. The Department intends to closely monitor unobligated balances and substantial progress under this program and may reduce or discontinue funding accordingly.

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**Waiver of Proposed Rulemaking:**

Under the Administrative Procedure Act (APA) (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities. Section 681(d) of IDEA, however, makes the public comment requirements of the APA inapplicable to the Absolute Priority in this notice.

**Program Authority:**

20 U.S.C. 1462 and 1481.

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

**Applicable Regulations:**

(a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 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.

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

Note: The regulations in 34 CFR part 86 apply to IHEs only.

## II. AWARD INFORMATION

**Type of Award:**

Cooperative agreement.

**Estimated Available Funds:**

The Administration has requested $90,200,000 for the Personnel Development To Improve Services and Results for Children With Disabilities program for FY 2022, of which we intend to use an estimated $1,200,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2023 from the list of unfunded applications from this competition.

**Maximum Award:**

We will not make an award exceeding $1,200,000 for a single budget period of 12 months.

**Estimated Number of Awards:**

1.

**Project Period:**

Up to 60 months.

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

# III. ELIGIBILITY INFORMATION

**1. Eligible Applicants:**

Eligible applicants are SEAs; LEAs, including public charter schools that are considered LEAs under State law; IHEs; other public agencies; private nonprofit organizations; freely associated States and outlying areas; Indian Tribes or Tribal organizations; and for-profit organizations.

**2. a. Cost Sharing or Matching:**

This competition does not require cost sharing or matching.

**b. Indirect Cost Rate Information:**

This program uses an unrestricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see www2.ed.gov/about/offices/list/ocfo/intro.html.

**c. 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 described in 2 CFR part 200 subpart E of the Uniform Guidance.

**3. Subgrantees:**

A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application. Under 34 CFR 75.708(e), a grantee may contract for supplies, equipment, and other services in accordance with 2 CFR part 200.

**4. Other General Requirements:**

a. Recipients of funding under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities (see section 606 of IDEA).

b. Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to the absolute priority, involve individuals with disabilities, or parents of individuals with disabilities ages birth through 26, in planning, implementing, and evaluating the project (see section 682(a)(1)(A) of IDEA).

# IV. APPLICATION AND SUBMISSION INFORMATION

**1. Application Submission Instructions:**

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on December 27, 2021 (86 FR 73264) and available at www.federalregister.gov/d/2021-27979, which contain requirements and information on how to submit an application. Please note that these Common Instructions supersede the version published on February 13, 2019, and, in part, describe the transition from the requirement to register in SAM.gov a Data Universal Numbering System (DUNS) number to the implementation of the Unique Entity Identifier (UEI). More information on the phase-out of DUNS numbers is available at https://www2.ed.gov/about/offices/list/ofo/docs/unique-entity-identifier-transition-fact-sheet.pdf .

**2. Intergovernmental Review:**

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

**3. Funding Restrictions:**

We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

**4. Recommended Page Limit:**

The **application narrative** is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you (1) limit the application narrative to no more than 70 pages and (2) use the following standards:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the **application narrative**, including titles, headings, footnotes, quotations, reference citations, and captions, as well as all text in charts, tables, figures, graphs, and screen shots.
- Use a font that is 12 point or larger.
- 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 abstract (follow the guidance provided in the application package for completing the abstract), the table of contents, the list of priority requirements, the resumes, the reference list, the letters of support, or the appendices. However, the recommended page limit does apply to all of the application narrative, including all text in charts, tables, figures, graphs, and screen shots.

## V. APPLICATION REVIEW INFORMATION

**1. Selection Criteria:**

**The selection criteria for this competition are from 34 CFR 75.210 and are listed below:**

**(a) Significance (10 points).**

(1) The Secretary considers the significance of the proposed project.

(2) In determining the significance of the proposed project, the Secretary considers the following factors:

(i) 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.

(ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project.

**(b) Quality of project services (35 points).**

(1) The Secretary considers the quality of the services to be provided by the proposed project.

(2) 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.

(3) In addition, the Secretary considers the following factors:

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

(ii) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework.

(iii) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

(iv) 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.

(v) The extent to which the TA 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.

**(c) Quality of the project evaluation (20 points).**

(1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factors:

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

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

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

**(d) Adequacy of resources and quality of project personnel (15 points).**

(1) The Secretary considers the adequacy of resources for the proposed project and the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers the following factors:

(i) The qualifications, including relevant training and experience, of key project personnel;

(ii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

(iii) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.

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

**(e) Quality of the management plan (20 points).**

(1) The Secretary considers the quality of the management plan for the proposed project.

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

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

(ii) 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.

(iii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

(iv) How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

**2. Review and Selection Process:**

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

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

**3. Additional Review and Selection Process Factors:**

In the past, the Department has had difficulty finding peer reviewers for certain competitions because so many individuals who are eligible to serve as peer reviewers have

conflicts of interest. The standing panel requirements under section 682(b) of IDEA also have placed additional constraints on the availability of reviewers. Therefore, the Department has determined that for some discretionary grant competitions, applications may be separated into two or more groups and ranked and selected for funding within specific groups. This procedure will make it easier for the Department to find peer reviewers by ensuring that greater numbers of individuals who are eligible to serve as reviewers for any particular group of applicants will not have conflicts of interest. It also will increase the quality, independence, and fairness of the review process, while permitting panel members to review applications under discretionary grant competitions for which they also have submitted applications.

**4. Risk Assessment and Specific Conditions:**

Consistent with 2 CFR 200.206, before awarding grants under this competition 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.

**5. 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), under 2 CFR 200.206(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we 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.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds $10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed $10,000,000.

**6. In General:**

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department will review and consider applications for funding pursuant to this notice inviting applications 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 (2 CFR 200.205);

(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 (Pub. L. No. 115-232) (2 CFR 200.216);

(c) Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR 200.322); 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 (2 CFR 200.340).

# VI. AWARD ADMINISTRATION INFORMATION

## 1. Award Notices:

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

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

## 2. Administrative and National Policy Requirements:

We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

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

## 3. 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 to 2 CFR 3474.20.

## 4. Reporting:

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

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award,

you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

**5. Performance Measures:**

For the purposes of Department reporting under 34 CFR 75.110, we have established a set of performance measures, including long-term measures, that are designed to yield information on various aspects of the effectiveness and quality of the Technical Assistance and Dissemination to Improve Services and Results for Children With Disabilities program. These measures are:

- Program Performance Measure 1: The percentage of Technical Assistance and Dissemination products and services deemed to be of high quality by an independent review panel of experts qualified to review the substantive content of the products and services.
- Program Performance Measure 2: The percentage of Special Education Technical Assistance and Dissemination products and services deemed by an independent review panel of qualified experts to be of high relevance to special education personnel preparation and professional development, or practice.
- Program Performance Measure 3: The percentage of all Special Education Technical Assistance and Dissemination products and services deemed by an independent review panel of qualified experts to be useful in improving special education personnel preparation and professional development, or practice.
- Program Performance Measure 4: The cost efficiency of the Technical Assistance and Dissemination Program includes the percentage of milestones achieved in the current annual performance report period and the percentage of funds spent during the current fiscal year.
- Long-term Program Performance Measure: The percentage of States receiving Special Education Technical Assistance and Dissemination services regarding scientifically or evidence-based practices for children, and youth with disabilities that successfully promote the implementation of those practices in school districts, and service agencies.

The measures apply to projects funded under this competition, and grantees are required to submit data on these measures as directed by OSEP.

Grantees will be required to report information on their project's performance in annual and final performance reports to the Department (34 CFR 75.590).

The Department will also closely monitor the extent to which the products and services provided by the Center meet needs identified by stakeholders and may require the Center to report on such alignment in their annual and final performance reports.

**6. Continuation Awards:**

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

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

## VII. OTHER INFORMATION

**Accessible Format:**

On request to the program contact person listed under For Further Information Contact, 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, or compact disc, or other accessible format.

**Electronic Access to This Document:**

The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at www.govinfo.gov. At this site you can view this document, as well as all other documents of this Department published in the *Federal Register*, in text or Portable Document Format (PDF). To use PDF, you must have Adobe Acrobat Reader, which is available free at the site.

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

Dated: March 3, 2022

/s/

Katherine Neas,
*Deputy Assistant Secretary.*
*Delegated the authority to perform the functions and duties of the Assistant Secretary for the Office of Special Education and Rehabilitative Services*.

***Updated 01/2020***

# IMPORTANT – PLEASE READ FIRST

## U.S. Department of Education

# GRANTS.GOV SUBMISSION PROCEDURES AND TIPS FOR APPLICANTS

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

**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 we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

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.

   a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms 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 name, address, and DUNS 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

**Helpful Reminders**

1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: http://www.grants.gov/web/grants/register.html [Note: Your organization will need to update its SAM registration annually.]

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

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

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

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 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 of Education receives your application from Grants.gov, an Agency Tracking

Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/web/grants/applicants/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. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

**Submission Problems – What should you do?**
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or 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

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Eastern Time, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

**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.

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

**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, we **recommend** 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.

# PRIORITY DESCRIPTION AND SELECTION CRITERIA

# NATIONAL CENTER FOR DEVELOPMENT AND DISSEMINATION OF DIGITAL OPEN EDUCATIONAL RESOURCES THAT TRANSLATE RESEARCH TO PRACTICE FOR BUILDING THE CAPACITY OF PERSONNEL SERVING STUDENTS WITH DISABILITIES (ASSISTANCE LISTING NUMBER/CFDA 84.325E)

## Deadline:

**May 2, 2022**. (Note: Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m., Washington, D.C. time, on the application deadline date.)

## Absolute Priority:

**National Center for Development and Dissemination of Digital Open Educational Resources that Translate Research to Practice for Building the Capacity of Personnel Serving Students with Disabilities (Center).**

## Background:

Well-prepared, culturally and linguistically responsive, and committed special education personnel are vital to improving developmental and learning outcomes (e.g., social, emotional, behavioral, and academic) for all students, especially students with disabilities (Darling-Hammond et al., 2020). The Nation faces continued chronic shortages in the education workforce, especially special education personnel, and these shortages have been exacerbated by the COVID-19 pandemic (Billingsley & Bettini, 2019; Gecker, 2021; Mason-Williams et al., 2020). Between 2009 and 2014, enrollment in higher education programs preparing personnel declined more than 30 percent (Espinoza et al., 2018). Schools and districts report increasing difficulty hiring personnel, especially personnel for special education and related services positions. As a result, many States lowered academic requirements to enter teacher preparation programs and are hiring personnel under emergency certifications (Putman & Walsh, 2021). The most effective way to ensure the use of evidence-based practices (EBPs) with cultural and linguistic competence by personnel serving students with disabilities is by (a) improving the quality of preparation programs through the incorporation of EBPs with cultural and linguistic

competence into their program of study, and (b) providing ongoing professional development for the practicing workforce to ensure they have the knowledge and skills to use the most up to date EBPs (CEEDAR Center and Center for Great Teachers and Leaders, 2020).

Despite the gains made in identifying EBPs, use of those practices in delivery of instruction and interventions for students with disabilities continues to lag (Cook et al., 2021; Cook & Odom, 2021). Given the importance of EBPs in supporting students' growth and improving outcomes, it is critical that personnel serving students with disabilities have the updated knowledge and skills to choose and use these effective practices.

To ensure that personnel serving students with disabilities have the knowledge and skills to use EBPs effectively, States, districts, schools, and institutions of higher education (IHEs) must implement effective personnel development practices in both preparation programs and professional learning opportunities supporting growth for the current education workforce. Resources that may be used within such programs or stand-alone training are needed to support personalized professional learning for those seeking to advance their knowledge and skills. Further, both preparation programs and professional learning opportunities must be designed with a clear focus on course and curricular content that (a) translates research to practice by first building knowledge and understanding and then linking to meaningful applied learning experiences; (b) incorporates active learning with adult-learning principles; (c) connects learning to real-world settings; and (d) provides opportunities for modeling, coaching, and feedback (Darling-Hammond et al., 2017).

To advance educational equity in the use of EBPs with cultural and linguistic competence, preparatory programs and professional learning opportunities must also support multiple pathways into the profession, and support personnel development over a lifetime of learning and working, for individuals from diverse backgrounds (Darling-Hammond et al., 2017). In addition to traditional career pathways, some may enter the education workforce under provisional or alternate certification as career changers or after returning from military service. Others who are working as paraprofessionals may continue their education at a community college and then a four-year institution, with a pipeline program that leads to completion of the degree requirements needed for certification. Regardless of how one pursues full certification, all pathways that support traditionally underserved populations in obtaining meaningful and rewarding work within the education workforce need to be solidly grounded in the use of EBPs with cultural and linguistic competence.

Even before the onset of the COVID-19 pandemic, digital teaching and learning tools were playing an increasingly important role in preparation programs and professional learning opportunities for personnel serving and supporting students with disabilities (Pelletier et al.,

2021). Digital learning tools can facilitate interactive preparation and professional learning environments and support learner variability. Mixed reality classroom simulators are expanding opportunities for teaching and learning in IHE courses from a focus on constructing knowledge and understanding to building skills by providing practice opportunities in simulated classrooms. New learning management platforms are being used to support the development, organization, and delivery of high-quality teaching and learning, and allow both personalized and competency-based learning and monitoring performance across individuals and groups. Other platforms continue to expand the use of microcredentials, badging, and other forms of credit for professional growth and meeting continuing education requirements. Evidence-based professional development is needed to support faculty and professional development providers to identify and use these tools to enhance teaching and learning in personnel preparation programs and professional learning opportunities.

With hybrid education expected to grow in importance and relevance, the need and demand for high-quality digital teaching and learning content, products, and services that build the capacity of personnel to use EBPs also continues to grow. In addition, there is increased demand for using virtual environments and paradigms to enhance personnel preparation programs and professional learning opportunities. Likewise, the need to support IHE faculty, and State and local professional development providers in learning to use these resources to design and deliver effective courses and plan comprehensive curricula or programs has grown and expanded.

This absolute priority will advance the Secretary's priorities in the areas of addressing the impact of COVID–19 on students, educators, and faculty and supporting a diverse educator workforce and professional growth to strengthen student learning.

**Priority:**

The purpose of this priority is to fund a cooperative agreement to establish and operate a national center that will develop and disseminate digital, open educational resources (OER)[1] that translate research to practice for use in building the capacity of special education personnel[2] to

[1] Open Educational Resources are teaching and learning materials that you may freely use and reuse at no cost.

[2] For the purpose of this priority, "special education personnel" include general and special education teachers, related service providers, and educational administrators of systems that provide services to children and youth with disabilities and their families. Also included may be faculty, policy makers, and others indirectly supporting delivery of services and support for students with disabilities.

use EBPs[3] with cultural and linguistic competence to improve results for students with disabilities. In addition, the Center will disseminate resources to (a) faculty who prepare special education personnel, including future faculty; (b) State, local, and other professional development providers; and (c) individuals independently seeking to use the Center's resources to design and deliver effective course and curriculum content needed to support the preparation and professional learning in use of EBPs with cultural and linguistic competence to deliver instruction, interventions, and services for students with disabilities and their families, including those from underserved populations.

The Center must achieve, at a minimum, the following expected outcomes:

(a) Development and dissemination of innovative accessible digital OER that translate research to practice for use in building the capacity of special education personnel to use EBPs with cultural and linguistic competence to improve results for students with disabilities including those from underserved populations;

(b) Products and services that include knowledge-based teaching and learning tools, skill-building exercises, and connections to real-world or simulated practice opportunities aligned to professional standards;

(c) Resources developed by the Center that are licensed through an open-access licensing authority;

(d) Resources developed by the Center that are responsive to learners from varied backgrounds (e.g., race, ethnicity, disability, primary language) and education levels (e.g., bachelor's, doctoral); and as needed, may be differentiated by role (e.g., teacher, provider, administrator) and used across certification pathways and professional development opportunities;

(e) Increased capacity of faculty and IHEs with personnel preparation programs[4] to build knowledge and skills of special education personnel to use EBPs with cultural and linguistic

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[3] For the purposes of this priority, "evidence-based practices" means practices that, at a minimum, demonstrate a rationale (as defined in 34 CFR 77.1), where 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.

[4] For the purpose of this priority, "personnel preparation programs" include associate, bachelor's, master's, educational specialist, and doctoral programs that prepare personnel serving students with disabilities.

competence to strengthen learning and improve results for students with disabilities by using the Center's resources to enhance course and curricula content;

(f) Increased capacity of State educational agencies (SEAs), local educational agencies (LEAs), and other providers supporting professional growth of current special education personnel in the use of EBPs with cultural and linguistic competence by using Center products to enhance course and curricula content; offer multiple comprehensive and evidence-based certification pathways and professional development opportunities; and track progress, verify learning across individuals or groups, and assign credit needed to meet continuing education requirements for personnel serving students with disabilities; and

(g) Partnerships or agreements that support dissemination and use of the Center's products in personnel preparation programs and professional learning opportunities, and services to yield verification of learning or forms of credit needed to demonstrate professional growth and meet continuing education requirements for personnel serving students with disabilities.

In addition to these programmatic requirements, to be considered for funding under this priority, applicants must meet the application and administrative requirements in this priority, which are:

(a) Demonstrate, in the narrative section of the application under "Significance," how the proposed project will--

(1) Address current and emerging needs for instructional and intervention resources that translate research to practice for use in building the knowledge and skills of special education personnel to use EBPs with cultural and linguistic competence to improve results for students with disabilities, including those from underserved populations. To meet this requirement, the applicant must--

(i) Demonstrate knowledge of the need for special education personnel to have the knowledge and skills to identify and use EBPs with cultural and linguistic competence to improve outcomes for students with disabilities and knowledge of the challenges that faculty and IHEs offering personnel preparation programs, and SEAs, LEAs, and others offering professional learning opportunities, face in building the capacity of personnel;

(ii) Demonstrate knowledge of the need for high-quality, innovative, interactive OER that translate research to practice for enhancing courses and curricula content offered by IHEs, SEAs, LEAs, and other providers building the capacity of personnel to use EBPs with cultural and linguistic competence to deliver instruction, interventions, and services for students with disabilities and their families; and

(iii) Demonstrate knowledge of the current and emerging content, pedagogy, and instructional needs of learners differentiated by roles (e.g., teacher, service provider, administrator); credentials (e.g., uncertified or certified, across degree levels); backgrounds (e.g., education professional, career changer, race, and ethnicity); program type (e.g., higher education preparation program and professional learning opportunities); and expertise in developing and delivering instructional and intervention resources to build capacity of personnel to use EBPs with cultural and linguistic competence in delivering instruction, interventions, and services for students with disabilities and their families;

(2) Address the current and emerging needs for innovative, state-of-the-art educational technologies for use in personnel preparation programs and professional learning opportunities seeking to optimize course and curriculum content in programs designed to build the capacity of personnel to deliver evidence-based instruction, interventions, and services with cultural and linguistic competence for students with disabilities and their families. To address this requirement, the applicant must--

(i) Demonstrate knowledge of the need for innovative and promising educational technologies to enhance instruction and learning, and provide verification of learning of course and curriculum content, and expertise integrating these technologies in products and services designed to support preparation and professional learning opportunities of special education personnel;

(ii) Demonstrate knowledge of, and expertise in, effective dissemination of digital, OER addressing the use of EBPs with cultural and linguistic competence to IHEs, SEAs, LEAs, and other personnel development programs, including data demonstrating quality and use of those resources; and

(iii) Demonstrate knowledge of, and expertise in, building the capacity of IHE faculty (including future faculty) and personnel development providers to use digital OER in courses and curricula of personnel preparation programs and professional learning opportunities with consideration of learners differentiated by roles (e.g., teacher, provider, administrator); credentials (e.g., uncertified or certified, across degree levels); backgrounds (e.g., education professional, career changer, race, and ethnicity); and program type (e.g., higher education preparation program, continuing professional development).

(b) Demonstrate, in the narrative section of the application under “Quality of Project Services,” how the proposed project will--

(1) Ensure equal access and treatment for members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability. To meet this requirement, the applicant must describe how it will--

(i) Identify the needs of the intended recipients, including both those learning to use EBPs with cultural and linguistic competence (e.g., special education personnel and scholars enrolled in preparation programs), and those who will use the Center's resources to design and deliver effective course and curriculum content needed to support the preparation (e.g., faculty, future faculty), or professional learning opportunities for special education personnel (e.g., SEAs, LEAs, other professional development providers) to use EBPs with cultural and linguistic competence to deliver instruction, interventions, and services for students with disabilities and their families; and

(ii) Ensure that services and products meet the needs of the intended recipients of the grant;

(2) Achieve its goals, objectives, and intended outcomes. To meet this requirement, the applicant must provide--

(i) Measurable intended project outcomes consistent with the intended outcomes specified in this notice; and

(ii) In Appendix A, the logic model[5] by which the proposed project will achieve its intended outcomes that depicts, at a minimum, the goals, activities, outputs, and intended outcomes of the proposed project;

(3) Use a conceptual framework (and provide a copy in Appendix A) to develop project plans and activities, describing any underlying concepts, assumptions, expectations, beliefs, or theories, as well as the presumed relationships or linkages among these variables, and any empirical support for this framework;

Note: The following websites provide more information on logic models and conceptual frameworks: www.osepideasthatwork.org/resources-grantees/program-areas/ta-ta/tad-project-logic-model-and-conceptual-framework; https://osepideasthatwork.org/evaluation?tab=eval-logic; and https://ies.ed.gov/ncee/edlabs/regions/central/pdf/REL_2021112.pdf.

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[5] Logic model (34 CFR 77.1) (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.

(4) Be based on current research and make use of EBPs. To meet this requirement, the applicant must describe--

(i) The current research on special education personnel's use of EBPs with cultural and linguistic competence in the delivery of instruction, interventions, and services that strengthen learning and improve outcomes for students with disabilities;

(ii) The current research on the use of innovative and promising interactive educational technologies to enhance instruction and learning, and provide verification of learning in course and curricula content of personnel preparation programs and professional learning opportunities that require demonstrated knowledge, skills, and practice in real-world or simulated settings; and

(iii) The current research about adult learning principles and implementation science that will inform the proposed product development, dissemination, and TA to IHEs, SEAs, LEAs, and other professional development providers; and

(iv) How the proposed project will incorporate current research and practices in the development and delivery of its products and services;

(5) Develop products and provide services that are of high quality and sufficient intensity and duration to achieve the intended outcomes of the proposed project. To address this requirement, the applicant must describe--

(i) How it proposes to identify or develop:

(A) Innovative, accessible digital OER that translate research to practice for use in building the capacity of special education personnel to implement EBPs with cultural and linguistic competence to improve results for students with disabilities;

(B) Existing products from the Office of Special Education Program's (OSEP's) prior investment for updating, to reflect current research, policy, product design, and delivery features;

(C) Products grounded in adult-learning principles and use of interactive educational technologies to enhance instruction and learning, provide verification of knowledge-based learning, provide skill-building exercises, and connect to real-world or simulated practice opportunities aligned to professional standards;

(D) Products that are responsive to the needs of learners from varied backgrounds (e.g., race, ethnicity, disability, primary language); education levels (e.g., bachelor's, doctoral); and, as

needed, may be differentiated by role (e.g., teacher, provider, administrator) and used within personnel preparation, professional development, or by individuals for personalized learning;

(E) A framework and tools for identifying, implementing, and sustaining use of Center products within special education personnel preparation programs and for professional learning opportunities, to enhance the curriculum and support special education personnel; and

(F) A comprehensive communication plan to support dissemination of, and outreach related to, the Center's library of products and services. The framework should address the (a) target audiences; (b) context in which communication will occur; (c) purpose or intended outcomes of the communications (e.g., inform, increase use); and (d) use of media, including social media; and also include metrics to document effectiveness and reach;

(ii) Its proposed approach to universal, general TA,[6] which must identify the intended recipients, including the type and number of recipients, that will receive the products and services, a description of the products and services that the project proposes to make available, and the expected impact of those products and services under this approach. At minimum, the approach should include activities focused on--

(A) Identifying, developing, and disseminating products, materials, and tools to increase awareness of the importance and benefits of using EBPs with cultural and linguistic competence to strengthen student learning and improve outcomes for students with disabilities, including students with disabilities who have high-intensity needs and from underserved populations; and

(B) Identifying, developing, and disseminating products that translate research to practice for use in building the capacity of special education personnel to use EBPs with cultural and linguistic competence to improve results for students with disabilities, including students with disabilities who have high-intensity needs and those from underserved populations; and

(C) Identifying, developing, and disseminating products, materials, and tools to help IHEs, SEAs, LEAs, and other professional development providers use the Center's products or services to enhance and expand coverage of EBPs with cultural and linguistic competence in course and

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[6] "Universal, general TA" means TA and information provided to independent users through their own initiative, resulting in minimal interaction with TA center staff and including one-time, invited, or offered conference presentations by TA center staff. This category of TA also includes information or products, such as newsletters, guidebooks, or research syntheses, downloaded from the TA center's website by independent users. Brief communications by TA center staff with recipients, either by telephone or email, are also considered universal, general TA.

curriculum content of personnel preparation programs and professional development opportunities for those who serve students with disabilities;

(iii) Its proposed approach to targeted, specialized TA,[7] which must identify--

(A) Its proposed approach for identifying and establishing partnerships or agreements with ethnically and culturally diverse faculty and IHEs supporting different levels of preparation (associate, bachelor's, master's, educational specialist, and doctoral levels) to support use of Center products in course and curricula content;

(B) Its proposed approach for identifying and establishing partnerships or agreements with SEAs, LEAs (especially high-need LEAs[8]) and other professional development providers to support use of Center products in course and curriculum content of programs supporting professional learning opportunities for current special education personnel;

(C) The Center's services to track progress, verify learning across individuals or groups, and assign credit needed to meet continuing education requirements for personnel serving students with disabilities;

(D) Its proposed approach for establishing partnerships or agreements that support dissemination and use of the Center's resources in personnel preparation programs, and for professional learning opportunities to enhance teaching and learning, yield verification of learning, or forms of verification needed to demonstrate professional growth and meet continuing education requirements for personnel serving students with disabilities;

(E) Its proposed approach for collaborating with partners, including OSEP-funded TA centers, to increase use of EBPs with cultural and linguistic competence by special education personnel and

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[7] "Targeted, specialized TA" means TA services based on needs common to multiple recipients and not extensively individualized. A relationship is established between the TA recipient and one or more TA center staff. This category of TA includes one-time, labor-intensive events, such as facilitating strategic planning or hosting regional or national conferences. It can also include episodic, less labor-intensive events that extend over a period of time, such as facilitating a series of conference calls on single or multiple topics that are designed around the needs of the recipients. Facilitating communities of practice can also be considered targeted, specialized TA.

[8] For the purposes of this priority, "high-need LEA" means an LEA (a) that serves not fewer than 10,000 children from families with income below the poverty line; or (b) for which not less than 20 percent of the children are from families with income below the poverty line.

build capacity for use of the Center's products in training and TA, and support alignment in resources across centers; and

(F) Its proposed approach for identifying and partnering with OSEP-funded grantees with Personnel Development to Improve Services and Results for Children With Disabilities Program projects to build the capacity of scholars, including future faculty, to use the Center's products in personnel preparation programs and to deliver professional learning opportunities.

(6) Develop products and implement services that maximize efficiency. To address this requirement, the applicant must describe--

(i) How the proposed project will use technology to achieve the intended project outcomes;

(ii) With whom the proposed project will collaborate and the intended outcomes of this collaboration; and

(iii) How the proposed project will use non-project resources to achieve the intended project outcomes; and

(7) Develop a dissemination plan that describes how the applicant will systematically distribute information, products, and services to varied intended audiences, using a variety of dissemination strategies, to promote awareness and use of the project's products and services.

(c) In the narrative section of the application under "Quality of the project evaluation," include an evaluation plan for the project developed in consultation with and implemented by a third-party evaluator.[9] The evaluation plan must--

(1) Articulate formative and summative evaluation questions, including important process and outcome evaluation questions. These questions should be related to the project's proposed logic model required in paragraph (b)(2)(ii) of this notice;

(2) Describe how progress in and fidelity of implementation, as well as project outcomes will be measured to answer the evaluation questions. Specify the measures and associated

[9] A "third-party" evaluator is an independent and impartial program evaluator who is contracted by the grantee to conduct an objective evaluation of the project. This evaluator must not have participated in the development or implementation of any project activities, except for the evaluation activities, nor have any financial interest in the outcome of the evaluation.

instruments or sources for data appropriate to the evaluation questions. Include information regarding reliability and validity of measures where appropriate;

(3) Describe strategies for analyzing data and how data collected as part of this plan will be used to inform and improve service delivery over the course of the project and to refine the proposed logic model and evaluation plan, including subsequent data collection;

(4) Provide a timeline for conducting the evaluation and include staff assignments for completing the plan. The timeline must indicate that the data will be available annually for the annual performance report and at the end of Year 2 for the review process described under the heading, Fourth and Fifth Years of the Project;

(5) Dedicate sufficient funds in each budget year to cover the costs of developing or refining the evaluation plan in consultation with a third-party evaluator, as well as the costs associated with the implementation of the evaluation plan by the third-party evaluator.

(d) Demonstrate, in the narrative section of the application under "Adequacy of resources and quality of project personnel," how--

(1) The proposed project will encourage 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, as appropriate;

(2) The proposed key project personnel, consultants, and subcontractors have the qualifications and experience to carry out the proposed activities and achieve the project's intended outcomes;

(3) The applicant and any key partners have adequate resources to carry out the proposed activities; and

(4) The proposed costs are reasonable in relation to the anticipated results and benefits.

(e) Demonstrate, in the narrative section of the application under "Quality of the management plan," how--

(1) The proposed management plan will ensure that the project's intended outcomes will be achieved on time and within budget. To address this requirement, the applicant must describe--

(i) Clearly defined responsibilities for key project personnel, consultants, and subcontractors, as applicable; and

(ii) Timelines and milestones for accomplishing the project tasks;

(2) Key project personnel and any consultants and subcontractors will be allocated and how these allocations are appropriate and adequate to achieve the project's intended outcomes;

(3) The proposed management plan will ensure that the products and services provided are of high quality, relevant, and useful to recipients; and

(4) The proposed project will benefit from a diversity of perspectives, including those of families, including those who are racially and ethnically diverse; faculty; special education personnel; TA providers; researchers; and policy makers, among others, in its development and operation.

(f) Address the following application requirements. The applicant must--

(1) Include, in Appendix A, personnel-loading charts and timelines, as applicable, to illustrate the management plan described in the narrative;

(2) Include, in the budget, attendance at the following:

(i) A one and one-half day kick-off meeting in Washington, DC, or virtually, after receipt of the award, and an annual planning meeting in Washington, DC, or virtually, with the OSEP project officer and other relevant staff during each subsequent year of the project period.

Note: Within 30 days of receipt of the award, a post-award teleconference must be held between the OSEP project officer and the grantee's project director or other authorized representative;

(ii) A two and one-half day project directors' conference in Washington, DC, or virtually, during each year of the project period;

(iii) Three annual two-day trips to attend Department briefings, Department-sponsored conferences, and other meetings, as requested by OSEP; and

(iv) A one-day intensive 3+2 review meeting in Washington, DC, or virtually, during the second year of the project period;

(3) Include, in the budget, a line item for an annual set-aside of 5 percent of the grant amount to support emerging needs that are consistent with the proposed project's intended outcomes, as those needs are identified in consultation with, and approved by, the OSEP project officer. With approval from the OSEP project officer, the project must reallocate any remaining funds from this annual set-aside no later than the end of the third quarter of each budget period;

(4) Engage doctoral scholars or post-doctoral fellows in the project to deepen the knowledge, skills, competencies, and dispositions that future leaders in the field need to increase the special education workforce, ensure special education preparation programs are preparing scholars with the knowledge and skills to use EBPs with cultural and linguistic competence; translate research to practice; deliver professional learning opportunities; and provide TA;

(5) Maintain a high-quality website, with an easy-to-navigate design, that meets government or industry- recognized standards for accessibility;

(6) Ensure that annual project progress toward meeting project goals is posted on the project website; and

(7) Include, in Appendix A, an assurance to assist OSEP with the transfer of pertinent resources and products and to maintain the continuity of services to States during the transition to a new award at the end of this award period, as appropriate.

Fourth and Fifth Years of the Project:

In deciding whether to continue funding the project for the fourth and fifth years, the Secretary will consider the requirements of 34 CFR 75.253(a), including--

(a) The recommendations of a 3+2 review team consisting of experts with knowledge of, and experience in, providing TA for building the capacity of special education personnel to improve results for students with disabilities. This review will be conducted during a one-day intensive meeting that will be held during the last half of the second year of the project period;

(b) The timeliness with which, and how well, the requirements of the negotiated cooperative agreement have been or are being met by the project; and

(c) The quality, relevance, and usefulness of the project's products and services and the extent to which the project's products and services are aligned with the project's objectives and likely to result in the project achieving its intended outcomes.

Under 34 CFR 75.253, the Secretary may reduce continuation awards or discontinue awards in any year of the project period for excessive carryover balances or a failure to make substantial progress. The Department intends to closely monitor unobligated balances and substantial progress under this program and may reduce or discontinue funding accordingly.

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## Waiver of Proposed Rulemaking:

Under the Administrative Procedure Act (APA) (5 U.S.C. 553) the Department generally offers interested parties the opportunity to comment on proposed priorities. Section 681(d) of IDEA, however, makes the public comment requirements of the APA inapplicable to the priority in this notice.

## Program Authority:

20 U.S.C. 1462 and 1481.

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

## Performance Measures:

For the purposes of Department reporting under 34 CFR 75.110, we have established a set of performance measures, including long-term measures, that are designed to yield information on various aspects of the effectiveness and quality of the Technical Assistance and Dissemination to Improve Services and Results for Children With Disabilities program. These measures are:

- Program Performance Measure 1: The percentage of Technical Assistance and Dissemination products and services deemed to be of high quality by an independent review panel of experts qualified to review the substantive content of the products and services.

- Program Performance Measure 2: The percentage of Special Education Technical Assistance and Dissemination products and services deemed by an independent review panel of qualified experts to be of high relevance to special education personnel preparation and professional development, or practice.
- Program Performance Measure 3: The percentage of all Special Education Technical Assistance and Dissemination products and services deemed by an independent review panel of qualified experts to be useful in improving special education personnel preparation and professional development, or practice.
- Program Performance Measure 4: The cost efficiency of the Technical Assistance and Dissemination Program includes the percentage of milestones achieved in the current annual performance report period and the percentage of funds spent during the current fiscal year.
- Long-term Program Performance Measure: The percentage of States receiving Special Education Technical Assistance and Dissemination services regarding scientifically or evidence-based practices for children, and youth with disabilities that successfully promote the implementation of those practices in school districts, and service agencies.

The measures apply to projects funded under this competition, and grantees are required to submit data on these measures as directed by OSEP.

Grantees will be required to report information on their project's performance in annual and final performance reports to the Department (34 CFR 75.590).

The Department will also closely monitor the extent to which the products and services provided by the Center meet needs identified by stakeholders and may require the Center to report on such alignment in their annual and final performance reports.

## Applications Available:

March 3, 2022.

## Deadline for Transmittal of Applications:

**May 2, 2022**. (Note: Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m., Washington, D.C. time, on the application deadline date.)

## Deadline for Intergovernmental Review:

July 1, 2022.

## Estimated Available Funds:

The Administration has requested $90,200,000 for the Personnel Development To Improve Services and Results for Children With Disabilities program for FY 2022, of which we intend to use an estimated $1,200,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2023 from the list of unfunded applications from this competition.

## Maximum Award:

We will not make an award exceeding $1,200,000 for a single budget period of 12 months.

## Estimated Number of Awards:

1.

## Project Period:

Up to 60 months.

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

## Recommended Page Limit:

The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you (1) limit the application narrative to no more than 70 pages and (2) use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1” margins at the top, bottom, and both sides.
- Double-space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, reference citations, and captions, as well as all text in charts, tables, figures, graphs, and screen shots.

- Use a font that is 12 point or larger.
- 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 abstract (follow the guidance provided elsewhere in the application package for completing the abstract template), the table of contents, the list priority requirements, the resumes, the reference list, the letters of support, or the appendices. However, the recommended page limit does apply to all of the application narrative, including all text in charts, tables, figures, graphs, and screen shots.

## Other General Requirements:

(a) Recipients of funding under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities (see section 606 of IDEA).

(b) Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to the absolute priority, involve individuals with disabilities, or parents of individuals with disabilities ages birth through 26, in planning, implementing, and evaluating the project (see section 682(a)(1)(A) of IDEA).

## Applicable Regulations:

(a) The Education Department General Administrative Regulations in 34 CFR parts 75, 77, 79, 81, 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.

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

Note: The regulations in 34 CFR part 86 apply to IHEs only.

## Eligible Applicants:

Eligible applicants include: SEAs; LEAs, including public charter schools that are considered LEAs under State law; IHEs; other public agencies; private nonprofit organizations; freely associated States and outlying areas; Indian Tribes or Tribal organizations; and for-profit organizations.

## 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. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see www2.ed.gov/about/offices/list/ocfo/intro.html.

## 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 described in 2 CFR part 200 subpart E of the Uniform Guidance.

## Subgrantees:

A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application. Under 34 CFR 75.708(e), a grantee may contract for supplies, equipment, and other services in accordance with 2 CFR part 200.

## Intergovernmental Review:

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

## For further information about this priority contact:

Sarah Allen, U.S. Department of Education, 400 Maryland Avenue, SW, Room 5160, Potomac Center Plaza, Washington, DC 20202-5076. Telephone: (202) 245-7875. Email: Sarah.Allen@ed.gov.

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

# SELECTION CRITERIA AND FORMAT FOR THE APPLICATIONS FOR NEW AWARDS— PERSONNEL DEVELOPMENT TO IMPROVE SERVICES AND RESULTS FOR CHILDREN WITH DISABILITIES--NATIONAL CENTER FOR DEVELOPMENT AND DISSEMINATION OF DIGITAL OPEN EDUCATIONAL RESOURCES THAT TRANSLATE RESEARCH TO PRACTICE FOR BUILDING THE CAPACITY OF PERSONNEL SERVING STUDENTS WITH DISABILITIES (ASSISTANCE LISTING NUMBER/CFDA 84.325E) COMPETITION

Part III of the application form requires a narrative that addresses the selection criteria that will be used by reviewers in evaluating individual proposals. Applications are more likely to receive favorable reviews by panels when they are organized according to the format suggested below. This format was published in the FEDERAL REGISTER as an appendix to the program regulations, and it addresses all the selection criteria used to evaluate applications required by regulations. If you prefer to use a different format, you may wish to cross-reference the sections of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

The selection criteria that will be used to evaluate applications submitted to the **Applications for New Awards; Personnel Development to Improve Services and Results for Children With Disabilities--National Center for Development and Dissemination of Digital Open Educational Resources that Translate Research to Practice for Building the Capacity of Personnel Serving Students with Disabilities (Assistance Listing Number/CFDA 84.325E)** competition are the selection criteria for new grants required by the EDGAR general selection criteria menu. The maximum score for all of the criteria is 100 points.

**Note**: This competition includes two absolute priorities. The Department will use peer reviewers to review and score applications on the selection criteria.

Prior to the peer review, Department staff will determine if an application has met an absolute priority to be eligible for peer review. An application that has not met an absolute priority will not be considered for funding and may not be reviewed.

The selection criteria for this competition are from 34 CFR 75.210 and are listed below:

**(a) SIGNIFICANCE (10 POINTS)**

(1) The Secretary considers the significance of the proposed project.

(2) In determining the significance of the proposed project, the Secretary considers the following factors:

(i) 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.

(ii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project.

**(b) QUALITY OF PROJECT SERVICES (35 POINTS)**

(1) The Secretary considers the quality of the services to be provided by the proposed project.

(2) 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.

(3) In addition, the Secretary considers the following factors:

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

(ii) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework.

(iii) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.

(iv) 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.

(v) The extent to which the TA 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.

**(c) QUALITY OF THE PROJECT EVALUATION (20 POINTS)**

(1) The Secretary considers the quality of the evaluation to be conducted of the proposed project.

(2) In determining the quality of the evaluation, the Secretary considers the following factors:

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

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

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

**(d) ADEQUACY OF RESOURCES AND QUALITY OF PROJECT PERSONNEL (15 POINTS)**

(1) The Secretary considers the adequacy of resources for the proposed project and the quality of the personnel who will carry out the proposed project.

(2) In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

(3) In addition, the Secretary considers the following factors:

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

(ii) The qualifications, including relevant training and experience, of project consultants or subcontractors.

(iii) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.

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

**(e) ADEQUACY OF RESOURCES AND QUALITY OF PROJECT PERSONNEL (15 POINTS)**

(1) The Secretary considers the quality of the management plan for the proposed project.

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

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

(ii) 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.

(iii) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

(iv) How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

# GENERAL INFORMATION ON COMPLETING AN APPLICATION

# GENERAL INFORMATION ON COMPLETING AN APPLICATION

Potential applicants frequently direct questions to officials of the Department regarding application notices and programmatic and administrative regulations governing various direct grant programs. To assist potential applicants, the Office of Special Education Programs (OSEP) staff have assembled the following most commonly raised issues. In general, this information applies to the grant competition covered by this application package.

## EXTENSION OF DEADLINES

Waivers for individual applications are not granted, regardless of the circumstances. Under very extraordinary circumstances a closing date may be changed. Such changes are announced in the *Federal Register*.

## COPIES OF THE APPLICATION

Unless you qualify for an exception in accordance with the instructions found in the Notice inviting applications, you must submit your application electronically. Therefore, you do not need to submit paper copies of the application. If you are granted an exception, current Government-wide policy requires that an original and two paper copies need to be submitted.

## MAKING APPLICATIONS MORE ACCESSIBLE TO REVIEWERS WHO ARE BLIND OR HAVE LOW VISION

The Department will accept one copy of the application in an accessible format (i.e., IBM PC compatible WordPerfect or ASCII code diskette) along with the original and two print copies of the application. The accessible format copy can be used with available software to convert the text of the application into braille, or with text to voice applications. If there are any differences in the print original provided on the disk and in print, the print original is assumed to be the correct version. Please note that it is not a requirement that one copy of the application be in an accessible format.

## MISSED DEADLINES AND SUBMISSION UNDER OTHER COMPETITIONS

Should an application miss the deadline for a particular competition, it may be submitted for another competition. However, if an application is properly prepared to meet the specifications of one competition, it is extremely unlikely that it would be favorably evaluated under a different competition.

### SUBMISSION TO MORE THAN ONE PROGRAM

Applications may be submitted to more than one Federal program if you are unsure of the most appropriate program. Each application should be prepared following the instructions for that particular program as closely as possible (which may require some reformulation). It is very helpful if each program is notified that an identical or similar application is being submitted to another program.

### HELP PREPARING APPLICATIONS

We are happy to provide general program information. Clearly it would ***not*** be appropriate for staff to participate in the actual writing of an application, but we can respond to specific questions about application requirements and evaluation criteria, or about the announced priorities. Applicants should understand that such contact is not required, nor does it in anyway guarantee the success of an application.

### NOTIFICATION OF FUNDING

The time required to complete the evaluation of applications is variable. Once applications have been received staff must determine the areas of expertise needed to appropriately evaluate the applications, identify and contact potential reviewers, convene peer review panels, and summarize and review the recommendations of the review panels. You can expect to receive notification within 3 to 6 months of the application closing date, depending on the number of applications received and the number of competitions with closing dates at about the same time.

### POSSIBILITY OF LEARNING THE OUTCOME OF REVIEW PANELS PRIOR TO OFFICIAL NOTIFICATION

Every year we are called by a number of applicants who have legitimate reasons for needing to know the outcome of the review prior to official notification. Some applicants need to make job decisions, some need to notify a local school district, etc. **Regardless of the reason, we cannot share information about the review with *anyone* until the Assistant Secretary has approved a slate of projects recommended for funding and Congressional notification is completed**. You will be notified as quickly as possible either by telephone (if your application is recommended for funding), or by email (if your application is not successful).

### FORMAT FOR APPLICATIONS

The **application narrative** should be organized to follow the exact sequence of the components in the selection criteria used to evaluate applications. (The selection criteria for the competition covered by this packet are listed following the specific competition information in section “B” of

this packet. The **abstract,** should precede the table of contents, and application narrative. In submitting your application through Grants.gov, the **abstract template** should be uploaded and attached to the Abstract File. The **abstract** template, located at https://www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html, should be completed to provide a comprehensive description of the proposed project. For the table of contents, list of priority requirements, and application narrative, you will have to upload these documents as one .PDF or Microsoft Word file and attach to the Mandatory Project Narrative File. If you prefer to use a different format, you may wish to cross-reference the sections of your application to the selection criteria to be sure that reviewers are able to find all relevant information.

To aid in screening and reviewing the application, applicants should list after the table of contents, all general, special, and other requirements for the priority and corresponding page number (s) where requirements are addressed within the application. (All requirements are found in each priority description included in this application package.) Page limit recommendations do not apply to this list of priority requirements (see Application Forms and Instructions for Grants.gov Submission document for upload instructions). The format included below is **an example** of how you might provide this information in your application.

| PAGE # | REQUIREMENTS |
|---|---|
| _____ | (a) Recipients of funding under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities. (See Section 606 of IDEA) |
| _____ | (b) Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to the Absolute Priority, involve individuals with disabilities, or parents of individuals with disabilities ages birth through 26, in planning, implementing, and evaluating the project. (See Section 682(a)(1)(A) of IDEA) |
| _____ | (c) Applicant must describe steps to ensure equitable access to, and participation in, its program for students, teachers, and other program beneficiaries with special needs. (See Section 427, GEPA) |
| _____ | (d) Ensure that the budget includes attendance of the project director at a three-day project directors' meeting in Washington, DC, during each year of the project. |

**PAGE LIMITS**

Please note that all applications submitted under the competition in this application package must adhere to the Application Narrative page limit recommendations that are specified under

each priority/competition description. Your application should provide enough information to allow the review panel to evaluate the importance and impact of the project as well as to make knowledgeable judgments about the methods you propose to use (design, participants, sampling procedures, measures, instruments, data analysis strategies, etc.). It is often helpful to have:

1. **Staff Vitae:** They should include each person's title and role in the proposed project and contain only information that is relevant to this proposed project's activities and/or publications. Vitae/Resumes for consultants and Advisory Council members should be similarly brief.

2. **Instruments**: Except in the case of generally available and well-known instruments.

3. **Agreements**: When the participation of an agency other than the applicant is critical to the project. This is particularly critical when an intervention will be implemented within an agency, or when participants will be drawn from particular agencies. Letters of cooperation should be specific, indicating agreement to implement a particular intervention or to provide access to a particular group of students.

The items listed above are not included under page limit recommendations.

### MAKING SURE APPLICATION IS ASSIGNED TO THE CORRECT COMPETITION

Applicants should clearly indicate in Item 11 on the application (SF Form 424) the Assistance Listing Number/CFDA number of the program priority (e.g., 84.325E, etc.) representing the competition in which the application should be considered. **If this information is not provided, your application may inadvertently be assigned and reviewed under a different competition from the one you intended**.

### RETURN OF NON-FUNDED APPLICATIONS

**We do not return original copies of applications**. Thus, applicants should retain at least one copy of the application. Copies of reviewer comments will be emailed to all applicants.

### PROPOSED STAFF AVAILABILITY TO PROJECT

For each staff person named in the application, please provide documentation of all internal and external time commitments. In instances where a staff person is committed on a federally supported project, please provide the project name, Federal office, program title, the project federal award number, and the amount of committed time by each project year. This information (e.g., Staff: Jane Doe; Project Name: Succeeding in the General Curriculum; Federal office:

Office of Special Education Programs; Program title: Personnel Development to Improve Services and Results for Children with Disabilities; Award number: H325E030002; Time commitments: Year 1—30%; Year 2—25% and Year 3—40%) can be provided as an Appendix to the application.

In general, we will not reduce time commitments on currently funded grants from the time proposed in the original application. Therefore, **we will not consider for funding any application where key staff are bid above a time commitment level that staff have available to bid**. Further, the time commitments stated in newly submitted applications will not be negotiated down to permit the applicant to receive a new grant award.

### USE OF PERSON LOADING CHARTS

It is important for applicants to include proposed time commitments for all project personnel. Also, program officials and applicants often find person loading charts useful formats for showing project personnel and their time commitments to individual activities. A person loading chart is a tabular representation of major evaluation activities by number of days spent by each key person involved in each activity, as shown in the following example.

**TABLE: PERSON LOADING CHART—TIME IN DAY(S) BY PERSON***

| Activity | Time in Day(s) by Person: Person A | Time in Day(s) by Person: Person B | Time in Day(s) by Person: Person C | Time in Day(s) by Person: Person D |
|---|---|---|---|---|
| **Library Research** | 0 | 0 | 0 | 0 |
| **Hire Staff** | 0 | 0 | 0 | 0 |
| **Prepare Materials** | 0 | 0 | 0 | 0 |
| **Train Raters** | 0 | 0 | 0 | 0 |
| **Data Collection** | 0 | 0 | 0 | 0 |
| **Data Analysis** | 0 | 0 | 0 | 0 |
| **Dissemination (manuscripts, etc.)** | 0 | 0 | 0 | 0 |

*Note: All figures represent FTE for the grant year.

### DELIVERING/SENDING APPLICATIONS TO THE COMPETITION MANAGER

If you qualify for an exception to the electronic submission requirement, applications can be mailed or hand delivered, or submitted electronically but in either case must go to the Application Control Center at the address listed in the Application Transmittal Instructions. Delivering or sending the application to the competition manager in the program office may

prevent it from being logged in on time to the appropriate competition and may result in the application not being reviewed.

### ALLOWED TRAVEL UNDER THESE PROJECTS

Travel is allowed if the travel specifically relates to the expressed goals of the project. Travel to conferences is the travel item that is most likely to be questioned during negotiations. Such travel is sometimes allowed when it is for purposes of dissemination of project information and findings, and when it is clear that a conference presentation or workshop is an effective way of reaching a particular target group.

### FUNDING OF APPROVED APPLICATIONS

It is often the case that the number of applications recommended for approval by the reviewers exceeds the dollars available for funding projects under a particular competition. When the panel reviews are completed for a particular competition, the individual reviewer scores and applications are ranked. The higher ranked, approved applications are funded first, and there are often lower ranked, approved applications that do not receive funding. Sometimes, we place on hold one or two applications that are approved and fall next in rank order (after those projects selected for funding). If dollars become available as a result of negotiations, or if a higher ranked applicant declines the award, the projects on hold may receive funding. If you receive a letter stating that you will not receive funding, then your project has neither been selected for funding nor placed on hold.

### ISSUES RAISED DURING DISCUSSIONS PRIOR TO AWARD

If your application is recommended for funding, discussions may be held prior to award to clarify technical or budget issues. These are issues that have been identified during panel and staff review. Generally, technical issues are minor issues that require clarification. Alternative approaches may be presented for your consideration, or you may be asked to provide additional information or rationale for something you have proposed to do. Sometimes, concerns are stated as "conditions". <u>These are concerns that have been identified as so critical that the award cannot be made unless those conditions are met</u>. Questions are also raised about the proposed budget during the discussion phase. Generally, budget issues are raised because there is inadequate justification or explanation of the particular budget item, or because the budget item does not seem critical to the successful completion of the project. A Federal project officer will present the issues to you and ask you to respond. If you do not understand the question, you should ask for clarification. In responding to discussion items, you should provide any additional information or clarification requested. You may feel that an issue was addressed in the application. It may not, however, have been explained in enough detail to make it understood by reviewers, and more information should be provided. If you are asked to make changes that you

feel could seriously affect the project's success, you may provide reasons for not making the changes, or provide alternative suggestions. Similarly, if proposed budget reductions will, in your opinion, seriously affect the proposed activities, you may want to explain why and provide additional justification for the proposed expenses. Your changes, explanations and alternative suggestions will be carefully evaluated by staff. In some instances, an applicant may again be contacted for additional information. An award cannot be made until all issues have been resolved and conditions met.

### TREATING A PRIORITY AS TWO SEPARATE COMPETITIONS.

In the past, there have been problems in finding peer reviewers without conflicts of interest where applications are made by many entities throughout the country. The Standing Panel requirements also place additional constraints on the availability of reviewers. Therefore, the Department has determined that, for some discretionary priorities, applications may be ranked and selected for funding in two or more groups, which will ensure the availability of a much larger group of reviewers without conflicts of interest. This procedure will increase the quality, independence and fairness of the review process and will permit panel members to review applications under discretionary priorities to which they have also submitted applications.

### SUCCESSFUL APPLICATIONS AND ESTIMATED/PROJECTED BUDGET AMOUNTS IN SUBSEQUENT YEARS

There is a maximum award amount specified for the priority/competition included in this package.

**Maximum Award: We will not make an award exceeding $1,200,000 for a single budget period of 12 months.**

Please refer to the priority description to determine the maximum award for any one particular competition. Since the yearly budgets for multi-year projects will be negotiated at the time of the initial award, applicants must include detailed budgets for each year of their proposed project. Generally, out-year funding levels most likely will not exceed 1st year budgets. However, budget modifications during the negotiation process, the findings from the previous year, or needed changes in the project design can affect your budget requirements in subsequent years, but in no case will out-year budgets exceed the maximum award amount.

## REQUIREMENT TO REPORT THE RESULTS OF GRANT ACTIVITIES

The Department shall, where appropriate, require recipients of all grants, contracts and cooperative agreements under Part D of the *Individuals with Disabilities Education Act* to prepare reports describing their procedures, findings, and other relevant information. The Department shall require their delivery to the Department of Education and other networks as the Department may determine appropriate. (20 U.S.C. 1482)

## DIFFERENCE BETWEEN A COOPERATIVE AGREEMENT AND A GRANT

A cooperative agreement is similar to a grant in that its principal purpose is to accomplish a public purpose of support or stimulation as authorized by a Federal statute. It differs from a grant in the sense that in a cooperative agreement substantial involvement is anticipated between the executive agency (in this case the Department of Education) and the recipient during the performance of project activities.

## DIFFERENCE BETWEEN AN ABSOLUTE PRIORITY, AN INVITATIONAL PRIORITY, AND A COMPETITIVE PRIORITY

An absolute priority is a priority that an applicant must address in order to receive an award. If an applicant does not address an absolute priority, their application will be returned as being non-responsive to the priority.

An invitational priority is a priority that reflects a particular interest of the Department, and an applicant is encouraged to address the invitational priority along with the required absolute priority. However, an applicant choosing to address an invitational priority will not receive any competitive preference over other applications.

A competitive priority is like an invitational priority in that it reflects a particular interest of the Department, and an applicant is encouraged to address the competitive priority along with the required absolute priority. A competitive priority may be handled in one of two ways:

1. an application may be awarded additional points depending on how effectively it addresses the competitive priority; or
2. an application that meets a competitive priority may be selected over an application of comparable merit that does not address the competitive priority. The type of competitive priority for a particular competition is always included in the *Federal Register* announcement.

## OBTAINING COPIES OF THE FEDERAL REGISTER, PROGRAM REGULATIONS AND FEDERAL STATUTES

Copies of these materials can usually be found at your local library. If not, they can be obtained by writing to:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Telephone: 202-512-1800

Information about the Department's funding opportunities, including copies of application notices for discretionary grant competitions, can be viewed on the Department's grant information web page which can be accessed on the Internet at:
www.ed.gov/about/offices/list/ocfo/gcsindex.html.

However, the official application notice for a discretionary grant competition is the notice published in the *Federal Register*.

# APPLICATION TRANSMITTAL INSTRUCTIONS AND REQUIREMENTS FOR INTERGOVERNMENTAL REVIEW

# APPLICATION TRANSMITTAL INSTRUCTIONS

**ATTENTION ELECTRONIC APPLICANTS:**
**Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. This program requires electronic submission of applications, and specific requirements and waiver instructions can be found in the Federal Register notice.**

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

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements.

## APPLICATIONS SUBMITTED ELECTRONICALLY

Applications for grants under this program must be submitted electronically using the Government-wide Grants.gov Apply site at http://www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may **not** an electronic copy of a grant application to us.

Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system **no later than 11:59:59 p.m., Washington, D.C. time, on the application deadline date.** Except as otherwise noted in Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 11:59:59 p.m., Washington, D.C. time, on the application deadline date.

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

**Please note the following:**

- You must attach any narrative sections and all other attachments of your application as files in PDF or Microsoft Word. It is recommended that applicants submit all files in a read only, flattened PDF format.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters. The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.
- Your electronic application should comply with any page-limit recommendations described in this application package.
- If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

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

## SUBMISSION OF PAPER APPLICATIONS BY MAIL:

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

U.S. Department of Education
Application Control Center
Attention: (Assistance Listing Number/CFDA Number **84.325E**)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

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

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

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

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

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

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

(1) A private metered postmark.

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

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

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

## SUBMISSION OF PAPER APPLICATIONS BY HAND DELIVERY:

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

U.S. Department of Education
Application Control Center
Attention: (Assistance Listing Number/CFDA Number **84.325E**)
550 12th Street, SW
Washington, DC 20202-4260

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

## NOTE FOR MAIL OR HAND DELIVERY OF PAPER APPLICATIONS:

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

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

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

## SUBMITTING APPLICATIONS WITH ADOBE READER SOFTWARE

The compatible version of Adobe Reader is available for viewing, editing and submitting a complete grant application package for the Department of Education through Grants.gov. Applicants should confirm the compatibility of their Adobe Reader version **before** downloading the application. To ensure applicants have a version of Adobe Reader on their computer that is compatible with Grants.gov, applicants are encouraged to use the test package provided by Grants.gov that can be accessed at https://www.grants.gov/documents/19/18243/Adobe-Versioning-Test-Workspace-PDF-Form.pdf/fae9bae1-0f3d-f71e-377f-e3fc6e02e4e6.

## IMPORTANT ISSUES TO CONSIDER:

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

**For your convenience, the latest version of Adobe Reader is available for free download at** https://get.adobe.com/reader/.

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

Applicants are reminded that they should submit their application a day or two in advance of the closing date as detailed in the Federal Register Notice. If you have any questions regarding this matter, please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

# APPENDIX

# INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for state and local government coordination and review of proposed federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the state's process under Executive Order 12372. Applicants proposing to perform activities in more than one state should immediately contact the Single Point of Contact for each of those states and follow the procedure established in each of those states under the Executive order. A listing containing the Single Point of Contact for each state is included in this appendix.

In states that have not established a process or chosen a program for review, state, areawide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from state, areawide, regional and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address:

The Secretary
EO 12372—Assistance Listing Number/CFDA 84.325E [commenter must insert number—including suffix letter, if any]
U.S. Department of Education, Room 7W301
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. (Washington, D.C. time) on the date indicated in the actual application notice.

**PLEASE NOTE** THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. **DO NOT SEND APPLICATIONS TO THE ABOVE ADDRESS**.

# STATE SINGLE POINTS OF CONTACT (SPOCS)

In 2019 the Federal Government provided $721 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below by clicking on the State name.

**States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.**

***** SPOC List as of April 20, 2020 *****

## STATE SINGLE POINTS OF CONTACT

### ARIZONA

**Matthew Hanson, GPC**
Statewide Grant Administrator
ADOA, Office of Grants and
Federal Resources
100 N. 15th Avenue, 4th Floor
Phoenix, AZ 85007

TEL: 602-542-7567

Email: Matthew.Hanson@azdoa.gov

### ARKANSAS

**Tiffany Roy**
Program Manager
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th Street, Room 412
Little Rock, AR 72203

TEL: (501) 682-5252

FAX: (501) 682-5206

Email: tiffany.roy@dfa.arkansas.gov

### CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

TEL: (916) 558-3164

FAX: (916) 323-3018

Email: State.clearinghouse@opr.ca.gov

https://cfda.opr.ca.gov/#/

### DELAWARE

**Michaele Smith**
Budget Development, Planning and
Administration
Office of Management and Budget
122 Martin Luther King Jr. Blvd, South
Dover, DE 19901

TEL: (302) 672-5126

Email: micheale.smith@delaware.gov

### DISTRICT OF COLUMBIA

Office of Partnerships and Grant Services
441 4th Street, NW (Judiciary Square)
Suite 707 North
Washington, DC 20001

TEL: (202) 727-8900

http://opgs.dc.gov

### FLORIDA

**Chris Stahl**
Florida State Clearinghouse
Florida Dept. of Environmental Protection
3800 Commonwealth Blvd.
Mail Station 47
Tallahassee, FL 32399-2400

TEL: (850) 717-9076

Email: Chris.Stahl@FloridaDEP.gov

Submissions:
State.Clearinghouse@FloridaDEP.gov

## STATE SINGLE POINTS OF CONTACT

### IOWA

**Debra Scrowther**
Iowa Department of Management
State Capitol Building Room G12
1007 E. Grand Avenue
Des Moines, IA 50319

TEL: (515) 281-7076

FAX: (515) 242-5897

Email: Debra.Scrowther@iowa.gov

### KENTUCKY

**Lee Nalley**
The Governor's Office for Local Development
100 Airport Drive, 3rd Floor
Frankfort, KY 40601

TEL: (502) 892-3462

FAX: (502) 573-1519

Email: Lee.Nalley@ky.gov

### LOUISIANA

**Terry Thomas**
Louisiana SPOC for EPA Grant
Office of Management and Finance
LA Department of Environmental Quality
P.O. Box 4303
Baton Rouge, LA 70821-4303

TEL: (225) 219-3840

FAX: (225) 219-3846

Email: Terry.Thomas@la.gov

### MARYLAND

**Jason Dubow, Manager**
Resource Conservation & Management
Maryland Department of Planning
301 West Preston Street, Room 1101
Baltimore, MD 21201-2305

TEL: (410) 767-4490

FAX: (410) 767-4480

Email: mdp.clearinghouse@maryland.gov

https://planning.maryland.gov/Pages/OurWork/GrantResources.aspx

### MISSOURI

**Sara VanderFeltz**
Federal Assistance Clearinghouse
Office of Administration
Commissioner's Office
Capitol Building, Room 125
Jefferson City, MO 65102

TEL: (573) 751-0337

FAX: (573) 751-1212

Email: sara.vanderfeltz@oa.mo.gov

### NEVADA

Office of Grant Procurement, Coordination and Management
Single Point of Contact
406 East 2nd Street, First Floor
Carson City, NV 89701

TEL: (775) 684-0156

FAX: (775) 684-0246

Email: grants@admin.nv.gov
ehasty@admin.nv.gov

## STATE SINGLE POINTS OF CONTACT

### NEW HAMPSHIRE

**Wendy Gilman**
New Hampshire Office of Energy and Planning
Attn: Intergovernmental Review Process
Wendy Gilman
107 Pleasant Street, Johnson Hall
Concord, NH 03301

TEL: (603) 271-0596

Email: Wendy.Gilman@osi.nh.gov

### SOUTH CAROLINA

**Bonny L. Anderson**
Grants Services Coordinator
Executive Budget Office
1205 Pendleton Street
Edgar A. Brown Building, Suite 529
Columbia, SC 29201

TEL: (803) 734-0435

FAX: (803) 734-0645

Email: Bonny.Anderson@admin.sc.gov

### UTAH

**Taylor Kauffman**
Utah State Clearinghouse
Governor's Office of Management and Budget
State Capitol Suite 150
Salt Lake City, UT 84114-2210

TEL: (801) 538-1543

FAX: (801) 538-1547

Email: tkauffman@utah.gov

stategrants@utah.gov

### WEST VIRGINIA

**Dakota Morris**
Grant Management Specialist
West Virginia Development Office
Building 3, Suite 700
Capitol Complex
Charleston, WV 25305

TEL: (304) 957-2110

Email: Dakota.R.Morris@wv.gov

### AMERICAN SAMOA

**Mr. Jerome Ierome**
Administrator, Office of Grants Oversight and Accountability
Coordinator, ASG High Risk Task Force
Office of the Governor
American Samoa Government (ASG)
A.P. Lutali Executive Office Building
American Samoa, 96799

TEL: (684) 633-4116

FAX: (684) 633-2269

Email: jerome.ierome@go.as.gov

## STATE SINGLE POINTS OF CONTACT

| PUERTO RICO | VIRGIN ISLANDS |
|---|---|
| **Jose I. Marrero Rosado**<br>Puerto Rico Planning Board<br>Federal Proposals Review Office<br>P.O. Box 9023228<br>San Juan, Puerto Rico 00940-3228<br>TEL: (787) 725-9420<br>FAX: (787) 725-7066<br>Email: Jmarrero@ogp.pr.gov | **Jenifer C. O'Neal**<br>Director<br>Office of Management and Budget<br>No. 5041 Norre Gade<br>Emancipation Garden Station, 2nd Floor<br>Saint Thomas, Virgin Islands 00802<br>TEL: (340) 774-0750<br>Email: Jenifer.Oneal@omb.vi.gov |

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to Hai_Tran@omb.eop.gov.

**Please note:** Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail shown above. The best source for this information is the Assistance Listings at (https://beta.sam.gov/) and the Grants.gov website (https://www.grants.gov/).

# NOTICE TO ALL APPLICANTS ENSURING EQUITABLE ACCESS AND APPLICATION FORMS AND INSTRUCTIONS

# NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about the following provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

**To Whom Does This Provision Apply?**

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

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

**What Does This Provision Require?**

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

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

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

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

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students.

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

## ESTIMATED BURDEN STATEMENT FOR GEPA REQUIREMENTS

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

OMB Control No. 1894-0005 (Exp. 06/30/2023)

# APPLICATION FORMS AND INSTRUCTIONS
## FOR GRANTS.GOV APPLICATIONS

The electronic application on Grants.gov consists of multiple mandatory forms that must be completed as well as narrative attachment forms that should be used to upload any file attachments. While there are no file size restrictions, we strongly discourage submission of very large documents. Follow the guidance provided on Grants.gov as well as the Submission Tips document located in this application instruction document for specific information on file sizes, file naming requirements, etc. NOTE: As stated in the application notice, you must upload any narrative sections and all other attachments to your application as files in either PDF or Microsoft Word. It is recommended that applicants submit all files in a read only, flattened PDF format.

Listed below are all forms that must be completed and instructions on where to upload narratives for the application.

**General Forms:**

- Application for Federal Assistance (SF-424)
- Department of Education Budget Information for Non-Construction Programs (ED-524)
- Department of Education Supplemental Information for the SF-424

**Note:** Instructions for all of the standard forms (SF-424, ED-524, and SF-424 Supplemental, etc.), will follow the forms included elsewhere in the application package.

**Assurances and Certifications:**

- Grants.gov Lobbying Form (Formerly ED Form 80-0013)
- ED GEPA427 Form

**Abstract:**

- ED Abstract Form (Upload and attach your abstract as a PDF or Microsoft Word document (a read only, flattened PDF format is recommended). **For the application Abstract, applicants should use the template located at:**

  https://www2.ed.gov/fund/grant/apply/osep/new-osep-grants.html.

**Narrative Attachment Forms:**

- Project Narrative Attachment Form* (Upload and attach to Mandatory Project Narrative File). Submit only one .PDF or Microsoft Word document (a read only, flattened PDF format is recommended) to the Mandatory Project Narrative File in the following order:
  - Table of Contents
  - List of Priority Requirements and corresponding page number(s) where requirements are addressed within the application (if applicable)

- Project Narrative (required)

**Other Narrative Attachments** (Upload and attach to Optional Project Narrative File).

Upload the attachments as PDF or Microsoft Word documents (a read only, flattened PDF format is recommended) in the order they should appear in the application.

Suggested order...

- Reference List
- Appendix A (See Dear Applicant letter for description)
- Resumes/Vitae
- Letters
- Supplementary Information
- Other Appendices

***NOTE:** The Project Narrative Attachment Form should include the narrative (text) that addresses each of the selection criteria, listed elsewhere in this document. The selection criteria will be used to evaluate applications submitted for this competition. The narrative has recommended formatting and page limits (check the Page Limits section of this document for formatting and page limit recommendations for the competition to which you are applying). The table of contents and list of priority requirements, if applicable, do not count toward the recommended narrative page limit.

**NOTE:** The Federal Funding Opportunity Numbers for this competition are as follows:

**National Center for Development and Dissemination of Digital Open Educational Resources That Translate Research To Practice for Building the Capacity of Personnel Serving Students With Disabilities**

**ED-GRANTS- 030322-001**

**NOTE:** Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424) in Part I. Although this form accepts attachments, that option **should not be used**.

# PART I: APPLICATION FOR FEDERAL ASSISTANCE (SF-424)

OMB Number: 4040-0004 Expiration Date: 12/31/2022

## APPLICATION FOR FEDERAL ASSISTANCE—SF-424

***1. Type of Submission:**
☐ Preapplication
☐ Application
☐ Changed/Corrected Application

***2. Type of Application**
☐ New
☐ Continuation
☐ Revision

*If Revision, select appropriate letter(s): _____

*Other (Specify): _____

***3. Date Received:** _____
Completed by Grants.gov upon submission

**4. Applicant Identifier:** _____

**5a. Federal Entity Identifier:** _____

***5b. Federal Award Identifier:** _____

**State Use Only:**

**6. Date Received by State:** _____

**7. State Application Identifier:** _____

**8. APPLICANT INFORMATION:**

***a. Legal Name:**

***b. Employer/Taxpayer Identification Number (EIN/TIN):** _____

***c. Organizational DUNS:** _____

**d. Address:**

*Street 1: _____

Street 2: _____

*City: _____

County/Parish: _____

*State: _____

Province: _____

*Country: _____

*Zip / Postal Code _____

**e. Organizational Unit:**

Department Name:

Division Name:

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

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

Title: _____

Organizational Affiliation: _____

*Telephone Number: _____

Fax Number: _____

*Email: _____

## APPLICATION FOR FEDERAL ASSISTANCE—SF-424

**9. Type of Applicant 1: Select Applicant Type:** _____

Type of Applicant 2: Select Applicant Type: _____

Type of Applicant 3: Select Applicant Type: _____

*Other (Specify): _____

***10 Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number**: _____
CFDA Title: _____

***12 Funding Opportunity Number**: _____
*Title: _____

**13. Competition Identification Number**: *Not applicable to this competition
Title: *Not applicable to this competition _____

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

_____

***15. Descriptive Title of Applicant's Project**: _____
Attach supporting documents as specified in agency instructions.

**16. Congressional Districts Of:**
***a. Applicant:** _____ ***b. Program/Project:** _____

**17. Proposed Project**:
***a. Start Date:** _____ ***b. End Date:** _____

**18. Estimated Funding ($):**

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

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**
☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
☐ c. Program is not covered by E.O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**
☐ Yes ☐ No
If "Yes", provide explanation and attach.

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

## APPLICATION FOR FEDERAL ASSISTANCE—SF-424

**Authorized Representative:**

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

*Title:

| *Telephone Number: | Fax Number: |
|---|---|
| *Email: | |
| *Signature of Authorized Representative: Completed by Grants.gov upon submission | *Date Signed: Completed by Grants.gov upon submission |

### INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

**1. Type of Submission:**
(Required) Select one type of submission in accordance with agency instructions.
- ► Pre-application
- ► Application
- ► Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.

**2. Type of Application**:
(Required) Select one type of application in accordance with agency instructions.
- **New**—An application that is being submitted to an agency for the first time.
- **Continuation**—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.

**10. Name Of Federal Agency**: (Required)
Enter the name of the federal agency from which assistance is being requested with this application.

**11. Catalog Of Federal Domestic Assistance Number/Title:**
Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.

**12. Funding Opportunity Number/Title:**
(Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.

**13. Competition Identification Number/Title:**
Enter the competition identification number and title of the competition under which assistance is requested, if applicable.

- **Revision**—Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.
  A. Increase Award
  B. Decrease Award
  C. Increase Duration
  D. Decrease Duration
  E. Other (specify)

**3. Date Received:**
Leave this field blank. This date will be assigned by the Federal agency.

**4. Applicant Identifier:**
Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.

**5a Federal Entity Identifier**:
Enter the number assigned to your organization by the federal agency, if any.

**5b. Federal Award Identifier**:
For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.

**6. Date Received by State:**
Leave this field blank. This date will be assigned by the state, if applicable.

**7. State Application Identifier:**
Leave this field blank. This identifier will be assigned by the state, if applicable.

**8. Applicant Information**:
Enter the following in accordance with agency instructions:

**14. Areas Affected By Project:**
This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.

**15. Descriptive Title of Applicant's Project:**
(Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.

**16. Congressional Districts Of**:
16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.

**17. Proposed Project Start and End Dates**:
(Required) Enter the proposed start date and end date of the project.

**a. Legal Name**: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.

**b. Employer/Taxpayer Number (EIN/TIN):** (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.

**c. Organizational DUNS**: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.

**d. Address**: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).

**e. Organizational Unit:** Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.

**f. Name and contact information of person to be contacted on matters involving this application:** Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.

**9.** Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.

**18. Estimated Funding:**
(Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

**19. Is Application Subject to Review by State Under Executive Order 12372 Process?**
(Required**)** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State

**20. Is the Applicant Delinquent on any Federal Debt?**
(Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.

**21.**

A. State Government
B. County Government
C. City or Township Government
D. Special District Government
E. Regional Organization
F. U.S. Territory or Possession
G. Independent School District
H. Public/State Controlled Institution of Higher Education
I. Indian/Native American Tribal Government (Federally Recognized)
J. Indian/Native American Tribal Government (Other than Federally Recognized)
K. Indian/Native American Tribally Designated Organization
L. Public/Indian Housing Authority
M. Nonprofit
N. Private Institution of Higher Education
O. Individual
P. For-Profit Organization (Other than Small Business)
Q. Small Business
R. Hispanic-serving Institution
S. Historically Black Colleges and Universities (HBCUs)
T. Tribally Controlled Colleges and Universities (TCCUs)
U. Alaska Native and Native Hawaiian Serving Institutions
V. Non-US Entity
W. Other (specify)

**Authorized Representative**: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

# U.S. Department of Education Supplemental Information for the SF-424 Application for Federal Assistance

**1. Project Director:**

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

Project Director Level of Effort (percentage of time devoted to grant):

Address:

* Street1:

Street2:

* City:

County:

* State: * Zip Code: Country:

* Phone Number (give area code): Fax Number (give area code):

* Email Address: Alternate Email Address

**2. New Potential Grantee or Novice Applicant:**

**a.** Are you either a new potential grantee or novice applicant as defined in the program competition's notice inviting applications (NIA)?

☒ Yes ☐ No

**b.** If the program competition NIA is giving competitive preference points for a new potential grantee or novice applicant, how many points are you claiming for your application? (the NIA will indicate how many are available)

**3. Qualified Opportunity Zones:**

If the NIA includes a Qualified Opportunity Zones (QOZ) Priority in which you propose to either provide services in QOZ(s) or are in a QOZ, provide the QOZ census tract number(s) below:

**4. Human Subjects Research:**

a. Are any research activities involving human subjects planned at any time duringthe proposed Project Period?

☐ Yes ☐ No

b. Are ALL the research activities proposed designated to be exempt from theregulations?

☐ Yes Provide Exemption(s) # (s): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

☐ No Provide Assurance #(s), if available:

c. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to thisform as indicated in the definitions page in the attached instructions.

OMB Number: 1894-0007 Expiration Date:12/31/2023

# Instructions for U.S. Department of Education Supplemental Information for the SF-424

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

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

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

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

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

**3a. If Human Subjects Research.** Check "Yes" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "Yes" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for SF-424.")

**3b. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check "Yes" if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the eight exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

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

**3b. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. (A list of current FWAs is available at: http://ohrp.cit.nih.gov/search/search.aspx?styp=bsc) If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

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

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request. **No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.**

**Public Burden Statement:**
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (20 USC 3474 General Education Provisions Act). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0007. Note: Please do not return the completed ED SF 424 Supplemental Form to this address.

## Definitions for U.S. Department of Education Supplemental Information for the SF-424

**Definitions:**

**Novice Applicant (See 34 CFR 75.225)**

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

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

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

**PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

**I. Definitions and Exemptions**

**A. Definitions.**

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

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

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (i) information or biospecimens through intervention or interaction with the individual and uses through intervention or interaction with the individual and uses, studies, or analyzes the information or biospecimens, or (ii ) obtains, uses, studies, analyzes, or generate identifiable private information or identifiable biospecimens. "

*If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. If an activity involves obtaining private information about a living person in such a way that the information can be* ***directly or indirectly*** *linked to that individual), the definition of human subject is met.*

Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).

**B. Exemptions.**

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

(1) Research conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This

includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. *If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption.*

(2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior (including visual or auditory recordings) if at least one of the following criteria is met: (i) the information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects; (ii) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement or reputation; or (iii) the information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a "limited IRB review" to make the determinations required by 34 CFR 97.111(a)(7).

***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

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

(3) Research involving benign behavioral interventions in conjunction with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection and at least one of the following criteria is met: (A) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects; (B) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject' financial standing, employability, educational advancement or reputation; or (C) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by 34 CFR 97.111(a)(7).

For the purpose of this provision, benign behavioral interventions are brief in duration, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact on the subjects, and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing. Provided all such criteria are met, examples of such benign behavioral interventions would include having the subject play an online game, having them solve puzzles under various noise conditions, or having them decide how to allocate a nominal amount of received cash between themselves and someone else.

If the research involves deceiving the subjects regarding the nature or purposes of the research, this exemption is not applicable unless the subject authorizes the deception through a prospective agreement to participate in research in circumstances in which the subject is informed that he or she will be unaware of or misled regarding the nature or purposes of the research.

(4) Secondary Research for which Consent is not required. Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of the following criteria is men: (i) The identifiable private information or identifiable biospecimens are publicly available; (ii) Information, which may include information about biospecimens, is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects, the investigator does not contact the subjects, and the investigator will not re-identify subjects; (iii) the research involves only information collection and analysis involving the investigators' use of identifiable health information when that use is regulated under 45 CFR parts 160 and 164, subparts A and E, for the purposes of "health care operations" or "research" as those terms are defined at 45 CFR 164.501 or for "public health activities and purposes" as described under 45 CFR 164.512 (b); or (iv) The research is conducted by, or on behalf of, a Federal department or agency using government-generated or government-collected information obtained for nonresearch activities, if the research generates identifiable private information that is or will be maintained on information technology that is subject to and in compliance with section 208(b) of the E-Government Act of 2002, 44 USC 3501 note, if all of the identifiable private information collected, used or generated as part of the activity will be maintained in systems of records subject to the Privacy Act of 1974, 5 USC 552a, and, if applicable, the information used in the research was collected subject to the Paperwork Reduction Act of 1995, 44 USC 3501 et seq.

(5) Research and demonstration projects that are conducted or supported by a Federal department or agency, or otherwise subject to the approval of department or agency heads (or otherwise subject to the approval of department or agency heads (or the approval of the heads of bureaus or other subordinate agencies that have been delegated authority to conduct the research and demonstration projects), and that are designed to study, evaluate, improve, or otherwise examine public benefit or

service programs, including procedures for obtaining benefits or services under those programs, possible changes in or alternative to those programs or procedures, or possible changes in methods or levels of payment for benefits or services under those programs. Such projects include, but are not limited to, internal studies by Federal employees, and studies under contracts or consulting arrangements, cooperative agreements, or grants. Exempt projects also include waivers of otherwise mandatory requirements using authorities such as sections 1115 and 1115A of the Social Security Act as amended.

Each Federal department or agency conducting or supporting the research and demonstration projects must establish, on a publicly accessible Federal website or in such other manner as the department or agency head may determine, a list of the research and demonstration projects that the Federal department or agency conducts or supports under this provision. The research or demonstration project must be published on this list prior to commencing the research involving human subjects.

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

(7) Storage or Maintenance for Secondary Research for which Broad Consent is required. Storage or maintenance of identifiable private information or identifiable biospecimens for potential secondary research use if an IRB conducts a limited IRB review and makes the determinations requires by 34 CFR 97.111(a)(8).

(8) Secondary Research for which Broad Consent is Required. Research involving the use of identifiable private information or identifiable biospecimens for secondary research use if the following criteria are met: (i) Broad Consent for the storage, maintenance and secondary research use of the identifiable private information or identifiable biospecimens was obtained in accordance with 34 CFR 97.116(a) (1)-(4), (a) (6) and (d); (ii) Documentation of informed consent or waiver of documentation of consent was obtained in accordance with 34 CFR 97.117. (iii) an IRB conducts a limited IRB review and makes the determination that the research to be conducted is within the scope of the broad consent referenced in paragraph (d)(8)(i) of this section; and (iv) The investigator does not prevent an investigator from abiding by any legal requirements to return individual research results.

**II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives**

If the applicant marked "Yes" for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects "exempt research" or "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects, include information about each, labeling the responses as to the project they address. For applications that include multiple research projects this can be done in a single narrative or in more than one narrative as appropriate.

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

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

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

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

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

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative

treatments and procedures that might be advantageous to the subjects.

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

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

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

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

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

# PART II: BUDGET INFORMATION (FORM 524)

## U.S. DEPARTMENT OF EDUCATION

BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1894-0008
Expiration Date: 09/30/2023

| Name of Applicant 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) | Project Year 6 (f) | Project Year 7 (g) | Total (h) |
|---|---|---|---|---|---|---|---|---|
| 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 *Enter Rate Applied: | | | | | | | | |
| 11. Training Stipends | | | | | | | | |
| 12. Total Costs (lines 9-11) | | | | | | | | |

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

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

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? ____Yes ____No.

(2) If yes, please provide the following information and provide a copy of your Indirect Cost Rate Agreement:
Period Covered by the Indirect Cost Rate Agreement: From: ___/___/_____ To: ___/___/_____ (mm/dd/yyyy)
Approving Federal agency: ____ED ____Other (please specify): _____ The Indirect Cost Rate is _____%

(3) If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? ____Yes ____No. If yes, you must comply with the requirements of 2 CFR § 200.414(f).

(4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? ____Yes ____No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.

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

(6) For Training Rate Programs (check one) -- Are you using a rate that: ____Is based on the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4))? Or ____Is included in your approved Indirect Cost Rate Agreement, because it is lower than the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4)).

| Name of Applicant 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) | Project Year 6 (f) | Project Year 7 (g) | Total (h) |
|---|---|---|---|---|---|---|---|---|
| 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 *Enter Rate Applied: | | | | | | | | |
| 11. Training Stipends | | | | | | | | |
| 12. Total Costs (Lines 9-11) | | | | | | | | |

**SECTION C – BUDGET NARRATIVE** (see instructions)

| Name of Applicant 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. |
|---|---|

**IF APPLICABLE: SECTION D – LIMITATION ON ADMINISTRATIVE EXPENSES**

**(1) List administrative cost cap (x%): _____**
**(2) What does your administrative cost cap apply to? __ (a) indirect and direct costs or __ (b) only direct costs**

| Budget Categories | Project Year 1 (a) | Project Year 2 (b) | Project Year 3 (c) | Project Year 4 (d) | Project Year 5 (e) | Project Year 6 (f) | Project Year 7 (g) | Total (h) |
|---|---|---|---|---|---|---|---|---|
| 1. Personnel Administrative | | | | | | | | |
| 2. Fringe Benefits Administrative | | | | | | | | |
| 3. Travel Administrative | | | | | | | | |
| 4. Contractual Administrative | | | | | | | | |
| 5. Construction Administrative | | | | | | | | |
| 6. Other Administrative | | | | | | | | |
| 7. Total Direct Administrative Costs (lines 1-6) | | | | | | | | |
| 8. Indirect Costs *Enter Rate Applied: | | | | | | | | |
| 9. Total Administrative Costs | | | | | | | | |
| 10. Total Percentage of Administrative Costs | | | | | | | | |

# INSTRUCTIONS FOR ED 524

## GENERAL INSTRUCTIONS

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations cited within these instructions at: https://www.ecfr.gov/cgi-bin/text-idx?SID=0b63ce6f20caccbf480e5596fdf289e3&mc=true&tpl=/ecfrbrowse/Title34/34cfr75_main_02.tpl. You may access requirements from 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions at: https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

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

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

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

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

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

**Line 13, columns (a)-(e):** Show the total budget request for each project year for which funding is requested.

**Line 13, column (f):** Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

**Indirect Cost Information:** If you are requesting reimbursement for indirect costs on line 10 the indirect cost rate to be charged to the grant must be entered in the applicable field on line 10, and the following information is to be completed by your Business Office.

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

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

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

(2): If you checked “yes” in (1), provide a copy of your Indirect Cost Rate Agreement and indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

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

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

(6): For Training Rate Programs, ED regulations limit non-governmental entities to the recovery of indirect costs on training grants to the grantee’s actual indirect costs, as determined by its negotiated rate agreement, or 8 percent of a MTDC, whichever is lower (see EDGAR § 75.562(c)(4)). The 8 percent limit also applies to cost-type contracts under grants, if these contracts are for training as defined in EDGAR § 75.562(a). If a non-governmental entity that receives a grant under a training grant program does not have an approved indirect cost rate and wants to recover indirect costs, it may use a temporary rate of 10 percent of budgeted direct salaries and wages, but it must submit an indirect cost rate proposal to its cognizant agency for indirect costs within 90 days after ED issues the

GAN. After the 90-day period, the government entity may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement.

### SECTION B: BUDGET SUMMARY—NON-FEDERAL FUNDS

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

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

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

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

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

### SECTION C: BUDGET NARRATIVE

**[Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.**

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

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

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

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

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

   www.ed.gov/fund/grant/apply/appforms/appforms.html.

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

5. Provide other explanations or comments you deem necessary.

### IF APPLICABLE SECTION D - BUDGET SUMMARY LIMITATION ON ADMINISTRATIVE EXPENSES

If your program is subject to an administrative cost cap (as indicated Section III.2.C of the program’s Notice Inviting Applications (NIA)), fill out this form as follows:

1. On the top of the page, list the percentage cap on administrative costs, and indicate whether your administrative cost cap applies to both indirect and direct costs, or only direct costs (from Section III.2.C of the program’s NIA).

2. IF the cost cap applies to both indirect and direct costs:

   (a) Fill out the entire table noting your administrative costs, including line 8. Line 8 is taken from Section A, line 10. For lines 1-6, these are only direct administrative costs; do not include in lines 1-6 any costs included in your indirect cost rate. If your program has a matching requirement (see NIA), include in lines 1-6 the administrative portions of the applicable rows from both Section A and Section B. If there is no program matching requirement, only use Section A.

   (b) Ensure that the line 10 percentage DOES NOT EXCEED the percentage cap on administrative costs. If your program does not have a matching requirement, divide line

9 by Section A line 12. If your program does have a matching requirement, to calculate line 10, divide line 9 by the sum of Section A line 12 and Section B line 12.

3. IF the cost cap applies ONLY to direct costs:

   (a) Fill out the entire table noting your administrative costs, EXCLUDING line 8.

Ensure that the line 10 percentage DOES NOT EXCEED the percentage cap on administrative costs. If your program does not have a matching requirement, divide line 7 by Section A line 9. If your program does have a matching requirement, to calculate line 10, divide line 7 by the sum of Section A line 9 and Section B line 9).

## PAPERWORK BURDEN STATEMENT

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

# PART III: APPLICATION NARRATIVE

This narrative section of the application requires applicants to address the selection criteria that will be used by reviewers in evaluating individual applications. Please refer to the "Selection Criteria and Format" sections in this package for the competition to which you wish to submit an application.

Also, the competition covered by this package has recommended page limits for the application narrative. Please refer to the "Page Limits" information for the competition to which you wish to submit an application.

# Part IV: Assurances and Certifications

## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

### STATEMENT FOR LOAN GUARANTEES AND LOAN INSURANCE

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

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

APPLICANT'S ORGANIZATION

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE DATE

# PART V: ADDITIONAL INFORMATION

## DUNS NUMBER INSTRUCTIONS

### D-U-N-S NO.

If you mean to submit an application **before April 4, 2022,** please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

www.dnb.com/duns-number.html

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

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

**Transition from DUNS Number to Unique Entity Identifier (UEI)**

If you intend to submit an application **after April 4, 2022,** please refer to the information listed below:

Starting on April 4, 2022, the Integrated Award Environment (IAE) systems (i.e., SAM.gov, FPDS, eSRS, FSRS, FAPIIS, and CPARS) will comply with the Federal Government's requirement to end use of the DUNS Number for Federal award management.

Here is what you need to know to be ready for this transition:

- If your organization is currently registered in SAM.gov with either an active or inactive registration, you have already been assigned a UEI. Your UEI is viewable on your entity's registration record in SAM.gov.
- If you have an inactive registration or need to update your registration, you must ensure that your renewal or updates occur on time and as required, but this does not affect whether you have been assigned a UEI. If you have a registration, you already have a UEI. If your registration has expired, you can access instructions addressing how to renew your entity registration at: How to Renew or Update an Entity.

- From now until April 3, 2022, entities that are not already registered in SAM.gov and who wish to do business with the Federal Government must obtain and/or use a valid DUNS to register their entity in SAM.gov. On and after April 4, entities who are not registered in SAM.gov will be assigned a UEI when they register and will not need to use a DUNS for entity registration or reporting. To register in SAM.gov, click on the "Get Started" link under the "Register Your Entity…" heading in SAM.gov.
- The transition to using UEIs does not impact your entity's registration expiration date or when you need to renew. Once assigned, the UEI number will never expire; however, entity registrations do expire annually and require annual renewal. Please ensure that your organization renews its registration prior to the expiration date. The expiration date is listed in your entity record in SAM.gov.
- Subrecipients under entities doing business with the Federal Government that are currently registered in SAM.gov have been assigned their UEI.
- From now until April 3, 2022, subrecipients under entities doing business with the Federal Government that are not already registered in SAM.gov must obtain and/or use a DUNS to register their entity on SAM.gov. On and after April 4, subrecipients can register in SAM.gov and will be assigned their UEI. At that time, subrecipients will no longer be able to obtain or use a DUNS for subrecipient registration or reporting.

Where to get help:

The Federal Service Desk, available at FSD.gov, is the help desk that has been established for all IAE systems. FSD.gov includes resources that address the UEI transition are available at: Help Resources. There are resources available for grantees, subrecipients, contractors, subcontractors, Federal employees who use SAM.gov, and for individuals who search for entities on SAM.gov. Two of the available resources that are particularly helpful are:

1) FAQs that are organized by how an individual uses SAM.gov based on their roles and responsibilities (UEI Transition FAQs); and

2) An interactive PDF tool that walks individuals through how they are affected by the transition, so they can be confident they have accurate information (Interactive PDF Tool – UEI Transition).

If you have questions about UEIs or the UEI transition there are resources available at FSD.gov, or you may contact the FSD.gov by calling, or by choosing the "Create an Incident" or engaging in a "Live Chat." You may also send the question directly to the General Services Administration at: entityvalidation@gsa.gov.

To register for a UEI use the link below:

https://sam.gov/content/entity-registration

## GRANT APPLICATION RECEIPT ACKNOWLEDGEMENT

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

U.S. Department of Education
Application Control Center

202-245-6288

## GRANT AND CONTRACT FUNDING INFORMATION

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

ED Internet Home Page: www.ed.gov/

Grants.gov: www.Grants.gov