NACTEP
Native American Career and Technical Education Program
Assistance Listing Number (CFDA) 84.101A

Pre-Application Webinar
December 9, 2020 | 2 p.m. (Eastern Time)
Jenny Lambert

Competition Manager

OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION
COLLEGE AND CAREER TRANSITIONS BRANCH
AGENDA

Questions

- NACTEP@ed.gov

Disclaimer and Resources

- Federal Register
- Perkins Collaborative Resource Network (PCRN)

Unpacking the Notice Inviting Applicants (NIA)

- Funding Opportunity Description
- Award Information
- Eligibility Information
- Application and Submission Information
- Application Review Information
- Award Administration Information

How to Apply

- Checklist
DISCLAIMER

• This pre-application webinar does not contain the full text of the NIA, and it should only be used as a guide when completing and submitting your NACTEP grant application.

• The NIA is the authoritative source for the rules, priorities, and selection criteria for this competition, and in any place where this pre-application webinar and the NIA conflict, the NIA takes precedence.

• Please refer to the NIA for full details associated with this grant competition.
www.federalregister.gov

Assistance Listing Number (CFDA) 84.101A
Applications for New Awards; Native American Career and Technical Education Program (NACTEP)
by the Education Department on 11/30/2020.
Applications for New Awards; Native American Career and Technical Education Program (NACTEP)

A Notice by the Education Department on 11/30/2020

AGENCY:
Office of Career, Technical, and Adult Education, Department of Education.

ACTION:
Notice.

SUMMARY:
The Department of Education (Department) is issuing a notice inviting applications for new awards for fiscal year (FY) 2021 for the Native American Career and Technical Education Program (NACTEP), Assistance Listing number 84.101A. This notice relates to the approved information collection under OMB...
UNPACKING THE NIA

Notice Inviting Applications
SUMMARY

• The U.S. Department of Education (Department) has issued an NIA for new awards for fiscal year (FY) 2021 for NACTEP.
  ○ Assistance Listing Number (CFDA) 84.101A.

• This notice relates to the approved information collection
  ○ OMB Control Number 1830-0542.

• Applicants are strongly encouraged, but not required, to submit a notice of intent to apply by December 30, 2020.
DATES AND KEY DEADLINES

• Deadline for transmittal of applications
  ○ January 29, 2021 @ 11:59:59 p.m. (ET)
  ○ Apply on Grants.gov only

• Notice of intent to apply deadline
  ○ December 30, 2020

• Send e-mail to:
  • NACTEP@ed.gov

  • Subject line of email:
    ○ “FY2021 NACTEP INTENT to APPLY
FUNDING OPPORTUNITY DESCRIPTION
PURPOSE OF PROGRAM

• NACTEP provides grants to improve career and technical education (CTE) programs that are consistent with the purposes of the Carl D. Perkins Career and Technical Education Act of 2006, as amended by the Strengthening Career and Technical Education for the 21st Century Act (the Act or Perkins V) and that benefit Native Americans and Alaska Natives.
BACKGROUND

• This notice invites applications for a NACTEP competition that implements the reauthorized section 116 of the Act.

• As under the prior law, section 116 of the Act continues to authorize the Secretary of Education (Secretary) to award grants to, or enter into cooperative agreements or contracts with, Indian Tribes, Tribal organizations, and Alaska Native entities to operate CTE projects that improve CTE for Native American and Alaska Native students.
BACKGROUND, CONT’D

• Under section 116 of the Act, a Bureau-funded school (as defined in this notice) is not eligible to apply for NACTEP funds for its general education program.

  ◦ Its application must be to carry out a supplemental CTE program in its secondary school.
Purpose

• Congress amended the statement of purpose of the law in the Act, most significantly by adding, as a new purpose, increasing employment opportunities for populations who are chronically unemployed or underemployed, including individuals with disabilities, individuals from economically disadvantaged families, out-of-workforce individuals, youth who are in, or have aged out of, the foster care system, and homeless individuals.

• Other amendments to the purpose incorporate references to programs of study and the development of employability skills by students; delete the term “tech-prep education”; and change a reference to “high-demand occupations” to “in-demand occupation,” a new term defined by the Act.
STATUTORY CHANGES AFFECTING NACTEP

Definitions

• Congress amended the definitions of certain terms that affect NACTEP. Most significant among these are changes to the definition of “career and technical education”, which now includes—

  ◦ A recognized postsecondary credential;
  ◦ Career exploration at the high school level or as early as middle grades;
  ◦ Coordination between secondary and post-secondary education programs through programs of study; and
  ◦ Work-based learning.
Definitions

- Congress also made significant changes to the definition of “special populations”.
  - The term “displaced homemakers” has been removed and replaced by the term “out-of-workforce individuals.”
  - The term “individuals with limited English proficiency” has been changed to “English learners”.
  - The Act now includes a definition of work-based learning.
STATUTORY CHANGES AFFECTING NACTEP

Authorized Activities

• A new allowable use of funds in the Act permits NACTEP grant funds to be used to provide preparatory, refresher, and remedial education services that are designed to enable students to achieve success in CTE programs or programs of study.
PRIORITY

• This competition has ONE Competitive Preference Priority which is from the Secretary's Notice of Final Supplemental Priorities and Definitions.

• An additional 5 points will be awarded to an application, depending on how well the application meets this competitive preference priority.
  ○ If an applicant chooses to address this competitive preference priority, the project narrative section of its application must identify its response to the competitive preference priority.
COMPETITIVE PREFERENCE PRIORITY

Promoting Science, Technology, Engineering, or Math (STEM) Education, With a Particular Focus on Computer Science (up to 5 points)

- Projects that are designed to improve student achievement or other educational outcomes in one or more of the following areas: Science, technology, engineering, math, or computer science.

- Projects must address:
  - Increasing access to STEM coursework
    - Including computer science
  - Hands-on learning opportunities, such as through—
    - Expanded course offerings
    - Dual-enrollment
    - High-quality online coursework
    - Innovative delivery mechanisms
APPLICATION REQUIREMENT 1

Eligible Applicants

• An eligible applicant must include documentation in its application showing that it, and if appropriate its consortium members, are eligible to apply.

• As defined in the Indian Self-Determination and Education Assistance Act (ISDEAA), the term “Tribal organization” means—
  - Recognized governing body of any Indian Tribe;
  - Any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities.
Eligible Applicants

• In accordance with this statutory definition, any Tribal organization proposing to provide NACTEP services for the benefit of more than one Indian Tribe must first—
  ○ Obtain the approval of each Indian Tribe it proposes to serve;
  ○ Submit documentation of such approval with its NACTEP application; and
  ○ That documentation of Tribal approval is a prerequisite to the awarding of a NACTEP grant to any Tribal organization proposing to serve more than one Indian Tribe.
APPLICATION REQUIREMENT 2

Qualified Educational Entities

- An applicant that is not proposing to provide CTE directly to its students and proposes instead to use NACTEP funds to pay one or more qualified education providers to provide CTE to its students must include with its application a signed memorandum of understanding (MOU) between the applicant and that entity.
  - The MOU must describe the commitment between the applicant and each education provider and must include, at a minimum, a statement of the responsibilities of the applicant and the education provider, including a description of the CTE programming to be provided.
  - The MOU must be signed by the appropriate individuals on behalf of each party, such as the authorizing official or president of a Tribe or Tribal organization, a Bureau-funded school, a college president, or a college dean.
APPLICATION REQUIREMENT 3

Consolidation in 477 Plan

• An applicant must indicate whether it intends to consolidate FY 2021 NACTEP funds into a current or future 477 plan as described in Program Requirement 5.

• Any request to consolidate NACTEP funds into a 477 plan must be made separately to the U.S. Department of Interior.
PROGRAM REQUIREMENT 1

Authorized Programs

• The Assistant Secretary will award grants to carry out projects that—
  ○ Propose organized educational activities offering a sequence of courses;
  ○ Include competency-based, work-based, or other applied learning;
  ○ Coordinate between secondary and postsecondary education programs through programs of study; and
  ○ May include career exploration at the high school level or as early as the middle grades.

• Under this section, please pay close attention to the “special rule” at the bottom of page 76550.
Evaluation

• To help ensure the high quality of NACTEP projects and the achievement of the goals and purposes of section 116 of the Act, each grantee must budget for and conduct an ongoing evaluation of the effectiveness of its NACTEP project.

• An independent evaluator must conduct the evaluation.

• The evaluation must be appropriate for the project and be both formative and summative in nature.
PROGRAM REQUIREMENT 3

Student Stipends

Eligibility

To be eligible for a stipend, a student must—

- Be enrolled in a CTE project funded under this program;
- In regular attendance in a NACTEP project and meet the training institution's attendance requirement;
- Maintain satisfactory progress in program of study according to the training institution's published standards for satisfactory progress; and
- Have an acute economic need that—
  - Prevents participation in a project funded under this program without a stipend; and
  - Cannot be met through a work-study program.
**Student Stipends**

- **Amount**
  - The amount of a stipend is the greater of either the minimum hourly wage prescribed by State or local law or the minimum hourly wage established under the Fair Labor Standards Act.

- **Financial Need**
  - A grantee may only award a stipend if the stipend combined with other resources the student receives does not exceed the student's financial need.

- **Calculation**
  - To calculate the amount of a student's stipend, a grantee would multiply the number of hours a student actually attends CTE instruction by the amount of the minimum hourly wage that is prescribed by State or local law, or by the minimum hourly wage that is established under the Fair Labor Standards Act.
PROGRAM REQUIREMENT 3, CONT’D AGAIN

Student Stipends

• First-time Only
  ○ An eligible student may receive a stipend when taking a course for the first time.
  • However, generally, a stipend may not be provided to a student who has already taken, completed, and had the opportunity to benefit from a course and is merely repeating the course.

• Oversight Procedures
  ○ An applicant must include in its application the procedure it intends to use to determine student eligibility for stipends and stipend amounts, and its oversight procedures for the awarding and payment of stipends.
PROGRAM REQUIREMENT 4

Direct Assistance to Students

Conditions to be met—

• The recipient of the direct assistance is an individual who is a member of a special population and who is participating in the grantee's NACTEP project.

• The direct assistance is needed to address barriers to the individual's successful participation in that project.

• The direct assistance is part of a broader, more generally focused program or activity to address the needs of an individual who is a member of a special population.
PROGRAM REQUIREMENT 4, CONT’D

Direct Assistance to Students

Conditions to be met (cont’d)—

• The grant funds used for direct assistance must be expended to supplement, and not supplant, assistance that is otherwise available from non-Federal sources.

• In determining how much of the NACTEP grant funds it will use for direct assistance to an eligible student, a grantee must consider whether the specific services to be provided are a reasonable and necessary cost of providing CTE programs for special populations.
PROGRAM REQUIREMENT 5

Integration of Services

• A Tribe, Tribal organization, or Alaska Native entity receiving financial assistance under this program may integrate those funds with assistance received from related programs in accordance with the provisions of Public Law 115-93, the Indian Employment, Training and Related Services Consolidation Act of 2017.

• An entity wishing to integrate funds must have a plan that meets the requirements of the Indian Employment, Training and Related Services Consolidation Act of 2017 and is acceptable to the Secretary of the Interior and the Secretary of Education.
CURRENT NACTEP grantees that integrate NACTEP funds with other grant funds pursuant to an approved plan under section 477 of the Indian Employment, Training and Related Services Consolidation Act of 2017 (a 477 plan) must apply for a new NACTEP grant under this competition by submitting an application that meets all of the requirements included in this notice.

Any applicant who either currently has an approved 477 plan, or intends to submit a 477 application, that seeks to include FY 2021 NACTEP funds (if awarded) must indicate the intent to consolidate FY 2021 NACTEP funds into a current or future 477 plan in the NACTEP application as detailed in Application Requirement 3. Any request to consolidate NACTEP funds into a 477 plan must be made separately to the U.S. Department of Interior.

In order for the Department to ensure that FY 2021 NACTEP funds are efficiently transferred to the Department of Interior for 477 plan purposes (as per 25 U.S.C. 3412(a)), the Department must receive a 477 plan application that seeks to include FY 2021 NACTEP funds no later than May 15, 2021. For further information on the integration of grant funds under this and related programs, contact the Division of Workforce Development, Office of Indian Services, Bureau of Indian Affairs, U.S. Department of the Interior.

Email: BIA_477Program@bia.gov.
PROGRAM REQUIREMENT 6

ISDEAA Statutory Hiring Preference

• Awards that are primarily for the benefit of Indians are subject to the provisions of section 7(b) of the Indian Self-Determination and Education Assistance Act. That section requires that, to the greatest extent feasible, a grantee—
  ◦ Give to Indians preferences and opportunities for training and employment in connection with the administration of the grant; and
  ◦ Give to Indian organizations and to Indian-owned economic enterprises, as defined in section 3 of the Indian Financing Act of 1974, preference in the award of contracts in connection with the administration of the grant.

• For purposes of Requirement 6, an Indian is a member of any federally recognized Indian Tribe.
DEFINITIONS

• Acute economic need
• Alaska Native or Native
• Alaska Native entity
• Alaska Native group
• Alaska Native village
• Alaska regional corporation
• Alaska village corporation
• Bureau
• Bureau-funded school
• Career and technical education (CTE)
• Computer science
• CTE concentrator
• Direct assistance to students
• In-demand industry sector
• Indian
• Indian Tribe
• Institution of higher education
• Professional development
• Program of study
• Recognized postsecondary credential
• Secondary school
• Special populations
• Stipend
• Support services
• Tribal organization
• Tribally controlled college or university
• Work-based learning
• Waiver of Proposed Rulemaking
AWARD INFORMATION
AWARD ESTIMATES

• Type of Award: Discretionary Grants
• Available Funds: $15,932,000
• Estimated Number of Applicants: 50
• Estimated Number of Awards: 35
• Estimated Range of Awards: $451,000 - $551,000
• Average Award Size: $458,000
• Project Period: Up to 60 months
• Cost Sharing/Match: Not required
• Supplement-Not-Supplant Funding Requirements

Disclaimer: The U.S. Department of Education (ED) is not bound by any of these estimates and does not set a maximum award.
ELIGIBILITY INFORMATION
ELIGIBLE APPLICANTS

Part A

• A federally recognized Indian Tribe
• A Tribal organization
• An Alaska Native entity
• A Bureau-funded school, except for a Bureau-funded school proposing to use its award to support general education secondary school programs

Part B

• Any Tribe, Tribal organization, Alaska Native entity, or eligible Bureau-funded school may apply individually or as part of a consortium with one or more eligible Tribes, Tribal organizations, Alaska Native entities, or eligible Bureau-funded schools.
  ○ Eligible applicants seeking to apply for funds as a consortium must meet the requirements in 34 CFR 75.127-75.129, which apply to group applications.
COST AND FUNDING

Cost Sharing or Matching and Supplement-Not-Supplant

• This program does not require cost sharing or matching.

• This competition involves supplement-not-supplant funding requirements. Funds under this program may not be used to supplant non-Federal funds used to carry out CTE activities.

Indirect Cost Rate Information

• This program uses a restricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate: https://www2.ed.gov/about/offices/list/ocfo/fipao/icgindex.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.

Limitation of Services

• Section 215 of the Act forbids the use of Perkins funds for the education of students prior to the middle grades. The term middle grades refers to grades 5 through 8, as defined in section 8101 of ESEA.
SUBGRANTEES

• A grantee under this competition may award subgrants, to directly carry out project activities described in its application, to the following types of entities—
  ○ Institutions of higher education, nonprofit organizations, Tribal organizations, Bureau-funded schools operating a secondary school CTE program, or Alaska Native entities.
  ○ The grantee may award subgrants to entities it has identified in an approved application or that it selects through a competition under procedures established by the grantee.
APPLICATION AND SUBMISSION INFORMATION
APPLICATION AND SUBMISSION

Application Submission Instructions

• Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, available at

Submission of Proprietary Information

• Given the types of projects that may be proposed in applications for NACTEP, your application may include business information that you consider proprietary.

• In your application, designate any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under “Other Attachments Form,” list the page number(s) on which we can find this information.
APPLICATION AND SUBMISSION, CONT’D

- Recommended Page Limit
  - The application narrative is where you address the selection criteria reviewers use to evaluate your application. We recommend that you—
    - Limit application narrative to **35 pages**
    - Use the following standards
      - Page **8.5” x 11” with 1” margins**
      - **Double space**
      - **12-point font** or larger
      - Font type **Times New Roman, Courier, Courier New, or Arial**
  - As mentioned earlier in this presentation, *Notice of Intent to Apply* is requested but not required.
APPLICATION REVIEW INFORMATION
SELECTION CRITERIA

Need for Project (Up to 10 points)

• The extent to which the proposed project involves, coordinates with, or encourages Tribal economic development plans (Up to 5 points).

• The extent of the need for the activities to be carried out by the proposed project, as evidenced by local labor market demand or occupational trends data, Tribal economic development plans, or recommendations from accrediting agencies (Up to 5 points).
SELECTION CRITERIA

Quality of the Project Design (Up to 40 points)

- The extent to which the proposed project activities will create opportunities for students to receive a recognized postsecondary credential; become employed in high-skill, high-wage, and in-demand industry sectors or occupations; or both (Up to 20 points).

- The extent to which the proposed project will successfully address the needs of the target population or other identified needs, as evidenced by the applicant's description of programs and activities that align with the target population's needs (Up to 10 points).

- The extent to which the proposed project will be coordinated with similar or related efforts, and with community, State, or Federal resources, where such opportunities and resources exist (Up to 5 points).

- 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 (Up to 5 points).
Adequacy of Resources (Up to 15 points)

- The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization(s) and the Tribal entity or entities to be served (Up to 2 points).

- The extent to which the budget is adequate and costs are reasonable in relation to the objectives of the proposed project (Up to 5 points).

- The relevance and demonstrated commitment of the applicant, education providers, members of the consortium, local employers, or Tribal entities to be served by the project (Up to 3 points).

- The extent to which the project will use instructors who are licensed or certified to teach in the field in which they will provide instruction (Up to 5 points).
QUALITY OF MANAGEMENT PLAN (UP TO 25 POINTS)

- The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined project objectives, staff responsibilities, timelines, and the milestones (Up to 10 points).

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

- The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project (Up to 5 points).

- The qualifications, including relevant training, expertise, and experience, of the project director, key personnel, and project consultants (Up to 5 points).
SELECTION CRITERIA

Quality of Project Evaluation (Up to 10 points)

• The extent to which the proposed methods of evaluation are thorough, feasible, and include the use of objective performance measures that are clearly related to the intended outcomes of the project and the Government Performance and Results Act of 1993 (GPRA) performance measures (Up to 5 points).

• The extent to which the methods of evaluation will provide performance feedback and continuous improvement toward achieving intended outcomes (Up to 5 points).
ADDITIONAL SELECTION FACTOR

Tribally Controlled Colleges or Universities

We will award five points to applications from Tribally controlled colleges or universities that—

• Are accredited or are candidates for accreditation by a nationally recognized accreditation organization as an institution of postsecondary CTE; or

• Operate CTE programs that are accredited or are candidates for accreditation by a nationally recognized accreditation organization and issue certificates for completion of CTE programs.
• We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider 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.
RISK ASSESSMENT AND SPECIAL CONDITIONS

• Before awarding grants under this competition, the Department conducts a review of the risks posed by applicants.

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

• You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in the Federal Awardee Performance and Integrity Information System (FAPIIS).
APPEAL PROCESS

• Any applicant denied funding under this NACTEP competition may request a hearing to review the Secretary's decision not to make the award.

• The Secretary will implement the appeal process in accordance with the procedures in 34 CFR 401.1.
  ○ In accordance with those procedures, any applicant denied funding will have **30 calendar days** to make a written request to the Secretary for a hearing to review the Secretary's decision.
INDIAN SELF-DETERMINATION CONTRACTS

• Section 116(b)(2) of the Act provides that grants or contracts awarded under section 116 of the Act are subject to the terms and conditions of section 102 of the ISDEAA and must be conducted in accordance with the provisions of sections 4, 5, and 6 of the Act of April 16, 1934, that are relevant to the programs administered under section 116(b) of the Act.

• After successful applicants are selected under this NACTEP competition, the Secretary will review any requests to operate a project under an Indian self-determination contract pursuant to the ISDEAA.
AWARD NOTICES

- 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.
OPEN LICENSING REQUIREMENT

• 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.

• Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. The dissemination plan can be developed and submitted after your application has been reviewed and selected for funding.

• For additional information on open licensing requirements, please refer to 2 CFR 3474.20.
REPORTING

• Ensure you have in place the necessary processes and systems to comply with the reporting requirements.

• 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.

• The Secretary may also require more frequent performance reports.
PERFORMANCE MEASURES

At the secondary level, an increase in—

• The percentage of CTE concentrators who graduate high school;

• The percentage of CTE concentrators graduating from high school having attained postsecondary credits in the relevant CTE program earned through a dual or concurrent enrollment program or another credit transfer agreement;

• The percentage of CTE concentrators graduating from high school having participated in work-based learning;

• The percentage of CTE concentrators graduating from high school having attained a recognized postsecondary credential; and

• The percentage of CTE concentrators who, after exiting from secondary education, are in postsecondary education or advanced training, military service, or a service program, or are employed.
At the postsecondary level, an increase in—

- The percentage of **CTE concentrators** who remain enrolled in postsecondary education, are in advanced training, military service, or a service program, or are employed; and

- The percentage of **CTE concentrators** who receive a recognized postsecondary credential.
CTE concentrator means—

• At the secondary school level, a student served by an eligible recipient who has completed at least 2 courses in a single career and technical education program or program of study; and

• At the postsecondary level, a student enrolled in an eligible recipient who has—
  ○ Earned at least 12 credits within a career and technical education program or program of study; or
  ○ Completed such a program if the program encompasses fewer than 12 credits or the equivalent in total.
PROJECT-SPECIFIC PERFORMANCE MEASURES

• Applicants may propose project-specific performance measures and performance targets consistent with the objectives of the proposed project.
  ◦ Examples of such project-specific performance measures could include student recruitment, student participation in work-based learning at the postsecondary level, and teacher and faculty participation in professional development.

• FYI—Annual and semi-annual reports are expected for each year funded. Additionally, a final performance report is also will be due.
CONTINUATION AWARDS

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;

• If the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application; and

• 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.
HOW TO APPLY
Common Instructions for Applicants to Department of Education Discretionary Grant Programs

A Notice by the Education Department on 02/13/2019

AGENCY:
Office for Planning, Evaluation and Policy Development, Department of Education.

ACTION:
Notice; revised common instructions.

SUMMARY:
On February 12, 2018, the Department of Education (Department) published a set of common instructions for applicants seeking funds under a Department discretionary grant competition as part of a broader effort to reduce barriers for applicants. These common instructions are referenced in individual competition notices.

On February 13, 2019, the Department published the Notice of Final Approval for the 2019-2020 Consolidated, Title I-Local, Title I-Non-Title I, and Title I-립 Items. This Notice also provides for the revision of the common instructions used in the Department’s annual discretionary competition for grants to support high-quality educational programs. The Department is making this revision to simplify the application process and improve the clarity and accessibility of the instructions for applicants.

The Department is pleased to announce that the revised common instructions are now available on the Department’s website at https://www2.ed.gov/fund/grants/index.html.

Please note that any questions or concerns about the revised common instructions should be directed to the Department’s Customer Service Center at 1-800-424-8802.
CFDA
84.101A
G5 E-APPLICATION SUBMISSION

Procedures and Tips

- Step 1 - Register in G5.
- Step 2 - Add Application Package to your Start Page.
- Step 3 - Begin the application.
- Step 4 - Fill out the forms.
- Step 5 - Upload PDF files for narrative response.
- Step 6 - Verify information and submit your application.
- Step 7 - Print your submitted application for your records, if desired.
ABSTRACT

Content

• Primary goal of the project
• Succinct description of key project objectives and activities
• Brief description of primary uses of grant funds
• List of participating partners in the project, if applicable
NARRATIVE

• Table of Contents
• Response to *Purpose of Program*
• Response to *Competitive Preference Priority*, if desired

• Project design, plan, objectives, and implementation should include:
  ○ Addressing *Program Requirements*
    • Authorized program
    • Evaluation
    • Student stipend eligibility
    • Direct assistance to students
    • Integration of services
    • ISDEAA statutory hiring preference
  ○ Addressing *Selection Criteria*
    • Need for project
    • Quality of project design
    • Adequacy of resources
    • Quality of management plan
    • Quality of project evaluation
ED BUDGET SUMMARY FORM

Sections 524A and 524B

• Section A: Budget Summary of Federal funds
  ○ Should include all requested NACTEP funds

• Section B: Budget Summary of Non-federal funds, if applicable
  ○ Should include any non-federal funds that will be used
BUDGET NARRATIVE

• Itemized budget breakdown for each year of the proposed project (60 months)

• Basis for estimating the costs of personnel salaries, benefits, travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures

• Relationship between the requested funds, project activities, and outcomes

• Total amount to be expended, as shown in ED524

• Provide insight for reviewers to understand how the requested funds will be used.
BUDGET

Cost Categories

Applicants must use the Department’s Cost Categories when developing their budget.

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction
- Other
- Total Direct Costs
- Indirect Costs
- Training Stipends
- Total Costs

INDIRECT COST RESOURCE
https://www2.ed.gov/about/offices/list/ocfo/fipao/icgindex.html
## OBJECTIVES AND MEASURES

**U.S. Department of Education**

Grant Application Form for Project Objectives and Performance Measures Information

See Instructions.

### Applicant Information

**Legal Name:**

### 1. Project Objective:

#### 1.a. Performance Measure

<table>
<thead>
<tr>
<th>Measure Type</th>
<th>Quantitative Data</th>
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<td>Raw Number</td>
<td>Ratio</td>
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**Add Performance Measures and Quantitative Data**
CHECKLIST
ED STANDARD FORMS
- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information for SF 424
- Department of Education Budget Summary Form (ED 524) Sections A & B
- Disclosure of Lobbying Activities (SF-LLL)
- Grant Application Form for Project Objectives and Performance Measures Information

ASSURANCES AND CERTIFICATIONS
- GEPA Section 427
- Assurances - Non-Construction Programs (SF 424B)
- Grants.gov Lobby form (formerly ED 80-0013 form)

APPLICATION NARRATIVE
- ED Abstract Narrative Form
- Project Narrative Form
- Budget Narrative Form
- Other Attachments Form (Upload Appendices here)

APPENDICES
- Appendix 1: Individual Resumes for Project Director and Key Personnel
- Appendix 2: Current Restricted Indirect Cost Rate Agreement
- Appendix 3: List of proprietary information found in the application, if applicable
- Appendix 4: Assurance Applicant will participate in evaluation.
Applications MUST be submitted by eligible applicants via

https://www.grants.gov/

Support Desk 1-800-518-4726
Late applications will not be accepted.

Register EARLY!

Submit EARLY!

VERIFY your submission!
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QUESTIONS

Feel free to email questions to

NACTEP@ed.gov