

DATED MATERIAL - OPEN IMMEDIATELY
Closing Date:

Fiscal Year 2005

Grant Application
for the
UNDERGRADUATE INTERNATIONAL STUDIES
AND FOREIGN LANGUAGE PROGRAM

CFDA No. 84.016
OMB No. 1840-0068
Expiration Date:



International Education Programs Service
U.S. Department of Education
Washington, DC 20202

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Dear Applicant:

Thank you for your interest in the **Undergraduate International Studies and Foreign Language (UISFL)** program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

The UISFL program provides grants to institutions of higher education, combinations of institutions of higher education, partnerships between nonprofit educational organizations and institutions of higher education, and public and private nonprofit agencies and organizations, including professional and scholarly associations. These grants are designed to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages. Grants made to single institutions are for up to 24 months long and up to 36 months long for consortia, agencies, and organizations.

A program officer is available to provide technical assistance if you have any questions after reviewing the application booklet. Please refer to the introduction that follows for the name and telephone number of the contact person.

As a result of frequent requests, we have included in this application booklet the technical review forms used to evaluate your application.

Please review the Notice Inviting Applications, contained in this booklet, for the instructions concerning submission of applications and our e-Application system.

We look forward to receiving your application and appreciate your efforts to promote excellence in International Education.

Sincerely,

Wilbert Bryant
Deputy Assistant Secretary
for Higher Education Programs

INTRODUCTION

UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

AUTHORIZATION

Title VI A of the Higher Education Act of 1965, as amended in 1992.
Program regulations are in 34 CFR Parts 655 and 658.

PURPOSE

To assist institutions of higher education, combinations of such institutions, or partnerships between nonprofit educational organizations and institutions of higher education to plan, develop, and carry out programs to strengthen and improve undergraduate instruction in international studies and foreign languages.

ELIGIBLE APPLICANTS

Institutions of higher education and nonprofit agencies and organizations, including professional and scholarly associations.

KEY DATES

Closing date:

Anticipated award date: (note: the award date is anticipated only; the U.S. Department of Education is not bound by anticipated dates of award).

CONTACT PERSON(S)

Christine Corey, Senior Program Officer
phone: 202-502-7629; fax: 202-502-7859
e-mail: christine.corey@ed.gov

PROGRAM DESCRIPTION / ACTIVITIES FUNDED UNDER THIS PROGRAM

Applicants should primarily use Federal funds in accordance with the program requirements to revise and update curricula and to develop additional faculty expertise.

AUTHORIZED ACTIVITIES -Eligible activities to be conducted under this section may include:

- (1) development of a global studies/international studies program, which is interdisciplinary in design;
- (2) development of a program which focuses on issues or topics, such as international business or international health;
- (3) development of an area studies program and its languages;
- (4) creation of innovative curricula which combine the teaching of international studies with professional or pre-professional studies, such as engineering;
- (5) research for and development of specialized teaching materials, including language materials; or
- (6) establishment of internship/study abroad opportunities for faculty and students in domestic and overseas settings.

EXPECTED FUNDING LEVELS

Amounts below are estimates only; the U. S. Department of Education is not bound by these estimates.

- Total amount available for FY 2005: \$4,490,000.
- Approximately \$2,200,000 is expected to support 28 non-competing continuation awards.
- Approximately _____ is expected to be available to support _____ FY 05 new awards.
- Anticipated average award: _____ per year.
- Funding range for each budget year:
 - single institutions (up to two years): _____
 - consortia/organizations/associations (up to three years): _____

LIMITATIONS ON USE OF FUNDS / COST-SHARING REQUIREMENTS

The grantee's required matching funds may be obtained in either of the following ways:

- (a) private sector cash equal to 1/3 of the total project budget; or
- (b) a combination of institutional and non-institutional cash or in-kind amounts equal to 1/2 of the total project budget.

SPECIAL RULE - The Secretary may waive or reduce the required non-Federal share for institutions that-

(A) are eligible to receive assistance under part A or B of title III or under title V; and

(B) have submitted a grant application under this section.

Institutions that seek a reduction or waiver under the Special Rule are encouraged

(not required) to contribute as much as they can with in-kind contributions to demonstrate a capacity to support such programs and as a reflection of institutional commitment to such programs.

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4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Undergraduate International Studies and Foreign Language Program

Notice inviting applications for new awards for fiscal year (FY)
2005.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.016A

Dates:

Applications Available: September 5, 2004.

Deadline for Transmittal of Applications: November 10, 2004.

Deadline for Intergovernmental Review: January 10, 2004.

Eligible Applicants: (1) Institutions of higher education,
(2) combinations of institutions of higher education,
(3) partnerships between nonprofit educational organizations and
institutions of higher education, and (4) public and private non-
profit agencies and organizations, including professional and
scholarly associations.

Estimated Available Funds: The Administration has requested
\$4,490,000 for this program for FY 2004. 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.

Estimated Range of Awards: \$50,000 - \$120,000.

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Estimated Average Size of Awards: \$87,573

Estimated Number of Awards: 28

Maximum Award: We will reject any application that proposes a budget exceeding \$120,000 for a single budget period of 12 months. The Assistant Secretary for the Office of Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 28.

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

Project Period: Up to 36 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Undergraduate International Studies and Foreign Language (UISFL) Program provides grants to strengthen and improve undergraduate instruction in international studies and foreign languages.

Program Authority: 20 U.S.C. 1124.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, and 86 and 34 CFR parts 655 and 661.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$4,490,000 for this program for FY 2004. The actual level of funding, if any, depends on final congressional action. However, **OLD NOTICE TO BE REPLACED WITH FY 2005 CLEARED CLOSING DATE NOTICE** we are inviting applications to allow enough time to complete the grant process.

Estimated Range of Awards: \$50,000 - \$120,000.

Estimated Average Size of Awards: \$87,573

Maximum Award: We will reject any application that proposes a budget exceeding \$120,000 for a single budget period of 12 months. The Assistant Secretary for the Office of Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 28

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

Project Period: Up to 36 months.

III. Eligibility Information

1. Eligible Applicants: (1) Institutions of higher education, (2) combinations of institutions of higher education, (3) partnerships between nonprofit educational organizations and institutions of higher education, and (4) public and private non-profit agencies and organizations, including professional and scholarly associations.

2. Cost Sharing or Matching: Matching requirement: Under title VI, part A, section 604(a)(3) of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. 1124(a)(3), UISFL Program grantees must provide matching funds in either of the following

ways: (a) cash contributions from the private sector equal to one-

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third of the total project costs; or (b) a combination of

institutional and non-institutional cash or in-kind contributions equal to one-half of the total project costs. The Secretary may waive or reduce the required matching share for institutions that are eligible to receive assistance under part A or part B of title III, or under title V of the HEA.

IV. Application and Submission Information

1. Address to Request Application Package: Ms. Christine Corey, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8521. Telephone: (202)502-7629 or by e-mail: christine.corey@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section. However, the Department is not able to reproduce in an alternate format the standard forms included in the application package.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

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Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the narrative to the equivalent of no more than 40 pages, using 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, references, and captions.

However, you may single space all text in charts, tables, figures and graphs.

- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10 point font in charts, tables, figures, and graphs.

The page limit does not apply to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the one-page abstract or the appendices. However, you must include your complete response to the selection criteria in the application narrative.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the

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page limit.

3. Submission Dates and Times:

Applications Available: September 5, 2004.

Deadline for Transmittal of Applications: November 10, 2004.

The dates and times for the transmittal of applications by mail or by hand (including a courier service or commercial carrier) are in the application package for this program. The application package also specifies the hours of operation of the e-Application Web site.

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

Deadline for Intergovernmental Review: January 10, 2004.

4. Intergovernmental Review: This program 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 program.

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

6. Other Submission Requirements: Instructions and requirements for the transmittal of applications by mail or by hand (including a courier service or commercial carrier) are in the application package for this program.

Application Procedures: The Government Paperwork Elimination Act (GPEA) of 1998 (Pub. L. 105-277) and the Federal Financial Assistance Management Improvement Act of 1999 (Pub. L. 106-107) encourage us to undertake initiatives to improve our grant processes. Enhancing the ability of individuals and entities to conduct business with us electronically is a major part of our response to these Acts. Therefore, we are taking steps to adopt the Internet as our chief means of conducting transactions in order to improve services to our customers and to simplify and expedite our business processes.

Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553), the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

We are requiring that applications for grants under Undergraduate International Studies and Foreign Language--CFDA Number 016A be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. The e-GRANTS system is accessible through its portal page at: <http://e-grants.ed.gov>

If you are unable to submit an application through the e-GRANTS system, you may submit a written request for a waiver of the **OLD NOTICE TO BE RELACED WITH FY 2005 CLEARED CLOSING DATE NOTICE** electronic submission requirement. In your request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Christine Corey, U.S. Department of Education, 1990 K Street, NW., room 6069, Washington, DC 20006-8521. Please submit your request no later than two weeks before the application deadline date.

If, within two weeks of the application deadline date, you are unable to submit an application electronically, you must submit a paper application by the application deadline date in accordance with the transmittal instructions in the application package. The paper application must include a written request for a waiver documenting the reasons that prevented you from using the Internet to submit your application.

Pilot Project for Electronic Submission of Applications:

We are continuing to expand our pilot project for electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions.

Undergraduate International Studies and Foreign Language program-- CFDA Number 016A is one of the programs included in the pilot project. If you are an applicant under Undergraduate International Studies and Foreign Language Program you must submit your application to us in electronic format or receive a waiver.

The pilot project involves the use of e-Application. If you use e-Application, you will be entering data online while completing your **OLD NOTICE TO BE REPLACED WITH FY 2005 CLEARED CLOSING DATE NOTICE** application. You may not e-mail an electronic copy of a grant application to us. The data you enter online will be saved into a database. We shall continue to evaluate the success of e-Application and solicit suggestions for its improvement.

If you participate in e-Application, please note the following:

- When you enter the e-Application system, you will find information about its hours of operation. We strongly recommend that you do not wait until the application deadline date to initiate an e-Application package.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.

- You must submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information--Non-Construction Programs (ED 524) and all necessary assurances and certifications.

- Your e-Application must comply with any page limit requirements described in this notice.

- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).

- Within three working days after submitting your electronic application, fax a signed copy of the application for Federal **OLD NOTICE TO BE REPLACED WITH FY 2005 CLEARED CLOSING DATE NOTICE** Education assistance (ED 424) to the Application Control Center after following these steps:

1. Print ED 424 from e-Application.

2. The institution's Authorizing Representative must sign this form.

3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.

4. Fax the signed ED 424 to the Application Control Center at (202) 260-1349.

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

Application Deadline Date Extension in Case of System Unavailability:

If you are prevented from submitting your application on the application deadline date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

1. You are a registered user of e-Application and you have initiated an e-Application for this competition; and

2. (a) The e-Application system is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The e-Application system is unavailable for any period of time during the last hour of operation (that is, for any period of **OLD NOTICE TO BE REPLACED WITH FY 2005 CLEARED CLOSING DATE NOTICE** time between 3:30 p.m. and 4:30 p.m., Washington, DC time) on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension or to confirm our acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-GRANTS help desk at 1-888-336-8930.

You may access the electronic grant application for Undergraduate International Studies and Foreign Language Program at: <http://e-grants.ed.gov>

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from section 34 CFR 658.31 and are as follows: (a) plan of operation (10 points), (b) quality of key personnel (10 points), (c) budget and cost effectiveness (10 points), (d) adequacy of resources (10 points), (e) evaluation plan (5 points), (f) commitment to international studies (15 points), (g) elements of proposed international studies program (15 points), (h) need for and prospective results of proposed program (10 points), (i) need for and potential impact of the proposed project in improving international studies and the study of modern foreign languages at the undergraduate level (30 points).

VI. Award Administration Information

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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). We may also notify you informally.

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

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

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

3. Reporting: 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 multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. The applicant is required to use the electronic data instrument EELIAS system to complete the final report.

4. Performance Measures: One performance measure has been developed to evaluate the overall effectiveness of the

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Undergraduate International Studies and Foreign Language program: the number of comprehensive instructional resources produced at Title VI institutions.

VII. Agency Contact

For Further Information Contact: Ms. Christine Corey,
International Education Programs Service, U.S. Department of
Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8521.
Telephone: (202) 502-7629 or by e-mail: christine.corey@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) or request to the program contact person listed in this section.

VIII. Other Information

Electronic Access to This Document: You may view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: www.ed.gov/news/fedregister
To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498;

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or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html

Dated:

Sally L. Stroup,
Assistant Secretary, Office of
Postsecondary Education.

Application for Federal Education Assistance U.S. Department of Education

Applicant Information

Organizational Unit

Form Approved
OMB No. 1875-0106
Exp. 11/30/2004

1. Name and Address

Legal Name: _____

Address: _____

City _____ State _____ County _____ ZIP Code + 4 _____

2. Applicant's D-U-N-S Number | | | | | | | | | | | | | | | | | |

6. Novice Applicant ___Yes ___No

3. Applicant's T-I-N | | | | - | | | | | | | | | | | | | | | | | |

7. Is the applicant delinquent on any Federal debt? ___Yes ___No (If "Yes," attach an explanation.)

4. Catalog of Federal Domestic Assistance #: 84. | | | | | | | | | | | | | | | | | |

8. Type of Applicant (Enter appropriate letter in the box.)

Title: _____

- A - State
- B - Local
- C - Special District
- D - Indian Tribe
- E - Individual
- K - Other (Specify): _____
- F - Independent School District
- G - Public College or University
- H - Private, Non-profit College or University
- I - Non-profit Organization
- J - Private, Profit-Making Organization

5. Project Director: _____

Address: _____

City _____ State _____ Zip code + 4 _____

Tel. #: () _____ - _____ Fax #: () _____ - _____

12. Are any research activities involving human subjects planned at any time during the proposed project period? Yes (Go to 12a.) ___ No (Go to item 13.)

E-Mail Address: _____

Application Information

9. Type of Submission:

___ Construction ___ Construction
___ Non-Construction ___ Non-Construction

12a. Are all the research activities proposed designated to be exempt from the regulations? ___ Yes (Provide Exemption(s) #: _____) ___ No (Provide Assurance #: _____)

10. Is application subject to review by Executive Order 12372 process? ___ Yes (Date made available to the Executive Order 12372 process for review): ___/___/___

___ No (If "No," check appropriate box below.)
___ Program is not covered by E.O. 12372.
___ Program has not been selected by State for review.

13. Descriptive Title of Applicant's Project: _____

11. Proposed Project Dates: ___/___/___ - ___/___/___
Start Date: End Date:

Estimated Funding

14a. Federal \$ _____ . 00
b. Applicant \$ _____ . 00
c. State \$ _____ . 00
e. Other \$ _____ . 00

Authorized Representative Information

15. To the best of my knowledge and belief, all data in this pre-application/application are true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.
d. Local \$ _____ . 00
a. Authorized Representative (Please type or print name clearly.) _____

f. Program Income \$ _____ . 00

g. TOTAL \$ _____ . 00

c. Tel. #: () _____ - _____ Fax #: () _____ - _____

d. E-Mail Address: _____

e. Signature of Authorized Representative _____

Date: ___/___/___

Instructions for Form ED 424

- 1. Legal Name and Address.** Enter the legal name of applicant and the name of the primary organizational unit which will undertake the assistance activity.
 - 2. D-U-N-S Number.** Enter the applicant's D-U-N-S Number. If your organization does not have a D-U-N-S Number, you can obtain the number 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: <http://www.dnb.com>.
 - 3. Tax Identification Number.** Enter the taxpayer's identification number as assigned by the Internal Revenue Service.
 - 4. Catalog of Federal Domestic Assistance (CFDA) Number.** Enter the CFDA number and title of the program under which assistance is requested. The CFDA number can be found in the federal register notice and the application package.
- Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- Novice Applicant.** Check "**Yes**" or "**No**" only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.
Check "**Yes**" if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for Form ED 424." By checking "**Yes**" the applicant certifies that it meets these novice applicant requirements. Check "**No**" if you do not meet the requirements for novice applicants.
- 7. Federal Debt Delinquency.** Check "**Yes**" if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check "**No**."
 - 8. Type of Applicant.** Enter the appropriate letter in the box provided.
 - 9. Type of Submission.** See "Definitions for Form ED 424" attached.
 - 10. Executive Order 12372.** See "Definitions for Form ED 424" attached. Check "**Yes**" if the application is subject to review by E.O. 12372. Also, please enter the month, day, and four (4) digit year (e.g., 12/12/2001). Otherwise, check "**No**."
 - 11. Proposed Project Dates.** Please enter the month, day, and four (4) digit year (e.g., 12/12/2001).
 - 12. Human Subjects Research.** (See I.A. "Definitions" in attached page entitled "Definitions for Form ED 424.")
 - 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 12 are then not applicable.
 - 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 Form ED 424.")
 - 12a. 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. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I.B. "Exemptions." In addition, follow the instructions in II.A. "Exempt Research Narrative" in the attached page entitled "Definitions for Form ED 424." Insert this narrative immediately following the ED 424 face page.

12a. 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 page entitled “Definitions for Form ED 424.” Insert this narrative immediately following the ED 424 face page.

12a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) or Multiple Project Assurance (MPA) 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. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the face page, 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.

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.

13. Project Title. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

14. Estimated Funding. 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. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 14.

15. Certification. To be signed by the authorized representative of the applicant. A copy of the governing body’s authorization for you to sign this application as official representative must be on file in the applicant’s office. Be sure to enter the telephone and fax number and e-mail address of the authorized representative. Also, in item 15e, please enter the month, day, and four (4) digit year (e.g., 12/12/2001) in the date signed field.

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 **1875-0106**. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, S.W. ROB-3, Room 3633, Washington, D.C. 20202-4725

Definitions for Form ED 424

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

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

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

Type of Submission. "Construction" includes construction of new buildings and acquisition, expansion, remodeling, and alteration of existing buildings, and initial equipment of any such buildings, or any combination of such activities (including architects' fees and the cost of acquisition of land). "Construction" also includes remodeling to meet standards, remodeling designed to conserve energy, renovation or remodeling to accommodate new technologies, and the purchase of existing historic buildings for conversion to public libraries. For the purposes of this paragraph, the term "equipment" includes machinery, utilities, and built-in equipment and any necessary enclosures or structures to house them; and such term includes all other items necessary for the functioning of a particular facility as a facility for the provision of library services.

Executive Order 12372. The purpose of Executive Order 12372 is to foster an 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 application notice, as published in the Federal Register, informs the applicant as to whether the program is subject to the requirements of E.O. 12372. In addition, the application package contains information on the State Single Point of Contact. An applicant is still eligible to apply for a grant or grants even if its respective State, Territory, Commonwealth, etc. does not have a State Single Point of Contact. For additional information on E.O. 12372 go to <http://www.cfda.gov/public/eo12372.htm>.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research. Activities which meet this definition constitute research whether or not they are conducted or

supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” (1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met. [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

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

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. **If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 12 on the ED 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative and insert it immediately following the ED 424 face page.

A. Exempt Research Narrative.

If you marked “Yes” for item 12 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 12 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

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

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

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

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

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

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

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

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4248, telephone: (202) 708-8263, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site at <http://www.ed.gov/offices/OCFO/humansub.html>

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 **1890-0004**. 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. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.



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

OMB Control Number: 1890-0004

Expiration Date: OMB Approved

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

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

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs (Restricted to 8%)						
11. Training Stipends						
12. Total Costs (lines 9-11)						

Name of Institution/Organization	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.
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**SECTION B - BUDGET SUMMARY
NON-FEDERAL FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs (Restricted to 8%)						
11. Training Stipends						
12. Total Costs (lines 9-11)						

SECTION C - OTHER BUDGET INFORMATION (see instructions)

INSTRUCTIONS FOR ED FORM 524

General Instructions

This form is used to apply to individual U.S. Department of Education 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.

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

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

Section B - Budget Summary

Non-Federal Funds

If you are required to provide or volunteer to provide 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 - Other Budget Information

Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, 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. If applicable to this program, enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period. In addition, enter the estimated amount of the base to which the rate is applied, and the total indirect expense.
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. Provide other explanations or comments you deem necessary.

SUPPLEMENTARY BUDGET INFORMATION

On line 10, Section A and Section B of Standard Form 524, eight percent is preprinted.

Under section 75.562 of the Education Department General Administrative Regulations (EDGAR), the Secretary approves an indirect cost rate for an educational training project of eight percent (8%) of the total direct cost of the project.

Applicants are requested to provide an itemized budget, showing both Federal and non-Federal contributions for each year for which funding is requested. Also, applicants should provide a detailed breakout of all project costs for each year for which Federal funding is requested in a budget narrative. Explain how these costs support the project activities.

**Applicants should budget \$1800 per person of Federal funds to attend the annual meeting of Title VI project directors each budget year.

**Single institutions can receive only two (2) years of support, while consortia and nonprofit organizations/associations and partnerships between institutions of higher education and organizations and associations can receive three (3) years of support.

NON-FEDERAL SHARE (or Matching Requirements) - the grantee's required matching funds may be obtained in either of the following ways:

- (a) private sector cash equal to 1/3 of the total project budget; or
- (b) a combination of institutional and non-institutional cash or in-kind amounts equal to ½ or 50% of the total project budget.

*Special Rule - The Secretary may waive or reduce the required non-Federal share for institutions that -

- (A) are eligible to receive assistance under part A or part B of title III or under title V of the Higher Education Act of 1965, as amended; and
- (B) have submitted a grant application to the Undergraduate International Studies and Foreign Language program.

PROGRAM PRIORITY

THE HIGHER EDUCATION AMENDMENTS OF 1992 ESTABLISHED A COMPETITIVE PREFERENCE FOR INSTITUTIONAL APPLICANTS WHO MEET THE FOREIGN LANGUAGE PRIORITY ANNOUNCED IN THE FISCAL YEAR 2000 APPLICATION NOTICE INCLUDED IN THIS PACKAGE. APPLICATIONS MEETING THIS PRIORITY MAY RECEIVE 5 SELECTION POINTS, IN ADDITION TO ANY POINTS AWARDED TO THE APPLICATION UNDER THE SELECTION CRITERIA OF THE UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM. IN ORDER TO RECEIVE THE PRIORITY POINTS, AN APPLICATION MUST BE ACCOMPANIED BY A LETTER SIGNED BY THE INSTITUTION'S AUTHORIZING REPRESENTATIVE CERTIFYING THAT THE INSTITUTION MEETS THE PRIORITY.

PROGRAM NARRATIVE

NEW APPLICATIONS

Provide a one-to-two page abstract of the proposed project.

Prepare the narrative in accordance with instructions in this Part. These instructions follow the order of the evaluative criteria, which will be used by the review panelists to evaluate your application. Applicants should include a plan of operation and an itemized budget for each year for which funding is requested. Appendices should be limited to supporting documentation, such as letters of support from appropriate deans and administrators and one-to-two page vitae of key personnel, i.e. project director(s), consultants, faculty.

New application procedures have been adopted and are provided in - NOTICE OF CLOSING DATE FOR TRANSMITTAL OF APPLICATIONS under Page Limit. For example, the program narrative should not exceed forty (40) double-spaced pages. The **40-page limit is mandatory** but the limit does not apply to the cover sheet, the abstract, the budget section, or the appendices.

1. Plan of Operation (Maximum 10 points)
 - a. Describe how the design of the project shows high quality.
 - b. Describe how effective the plan of operation is and to what extent it will ensure proper and efficient administration.
 - c. Describe to what extent the objectives of the project relate to the purpose of the program.
 - d. Describe how the applicant plans to use its resources and personnel to achieve each objective.
 - e. Explain how the applicant will provide equal access and treatment to members of racial and ethnic minorities, women, handicapped persons, and the elderly.
2. Quality of Key Personnel (Maximum 10 points)
 - a. Describe how the experience and qualifications of the project director(s) are adequate.
 - b. Describe how the experience and qualifications of each of the other key personnel and teaching staff is adequate.
 - c. Briefly explain why the time commitment specified for key personnel in 2a and 2b is adequate, based on activities to be conducted during the project.
 - d. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g. members of racial and ethnic minority groups, women, handicapped persons, and the elderly) will be encouraged.
3. Budget and Cost Effectiveness (Maximum 10 points)
 - a. Demonstrate how the budget supports the project activities by providing a detailed breakout for each year, for which Federal funding is requested.
 - b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.
4. Adequacy of Resources (Maximum 10 points)

- a. Show that the facilities, equipment, supplies and other resources, including where appropriate, library and language facilities, are adequate to carry out the activities of the project.

5. Plan of Evaluation (Maximum 5 Points)

- a. Provide a plan for evaluating the effectiveness of the project.
- b. Describe how the evaluation of the project will be objective, and how it will produce data that are quantifiable.

6. Commitment to International Studies (Maximum 15 Points)

- a. Show current strengths as measured by the number of international studies courses offered.
- b. Explain how faculty and administrators have been involved in the planning for the implementation of the proposed program.
- c. Describe the institutional commitment to the establishment, operation, and continuation of the program, as demonstrated by optimal use of available personnel and other resources.
- d. Show level of institutional commitment as demonstrated by the use of institutional funds to support program objectives.

7. Elements of the Proposed International Studies Program (Applicable only to institutional applicants) (Maximum 15 Points)

- a. Describe how the proposed activities contribute to the implementation of a program in international studies and foreign languages.
- b. Show how adequate and appropriate the interdisciplinary aspects of the program are.
- c. Demonstrate how the number of new and revised courses will be adequate to meet programmatic needs.
- d. Explain how adequate the plans are for improving and expanding language instruction.

8. Need for and Prospective Results of the Proposed Program (Applicable only to institutional applicants) (Maximum 10 Points)

- a. Explain how the proposed activities are needed.
- b. Explain how the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages.

9. Need for and Potential Impact of the Proposed Program in Improving International Studies and the Study of Modern Foreign Languages at the Undergraduate Level. (Applicable only to organizations and associations) (Maximum 30 Points)

- a. Explain how the Federal funds will contribute to achieving results.
- b. Explain how the proposed project makes an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level.
- c. Demonstrate how the proposed project will have a major regional and national impact on undergraduate education.

- d. Demonstrate how adequate the provisions are for sharing the materials and the results of the proposed project with the higher education community.

TECHNICAL REVIEW FORM

**UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM
(UISFL) (84.016)**

Part I – CRITERIA PROFILE

CRITERIA	MAXIMUM POINTS	Institutional Applications 85 Max	Organizations & Associations 75 Max
1. Plan of Operation	10		
2. Quality of Key Personnel	10		
3. Budget & Cost Effectiveness	10		
4. Adequacy of Resources	10		
5. Evaluation Plan	5		
6. Commitment to International Studies	15		
7. Elements of Proposed International Studies Program	15		
8. Need for & Prospective Results of Proposed Program	10		
9. Need for & Potential Impact of the Proposed Project in Improving International Studies & the Study of Modern Foreign Languages at the Undergraduate Level	30		
TOTAL POINTS			

Part II - SUMMARY

COMMENTS: (please provide a brief summary of your assessment of this application):

Sample

1. Plan of Operation**(Maximum 10 points)**

- a. Does the design of the project show high quality?
- b. How effective is the plan of management? To what extent will it insure proper and efficient administration?
- c. To what extent do the objectives of the project relate to the purpose of the program?
- d. In what ways does the applicant plan to use its resources and personnel to achieve each objective?
- e. To what extent will the applicant provide equal access and treatment for members of racial and ethnic minorities, women, handicapped persons and the elderly?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

2. QUALITY OF KEY PERSONNEL**(Maximum 10 points)**

- a. Are the experience and qualifications of the project director adequate?
- b. Are the experience and qualifications of each of the other personnel and teaching staff adequate?
- c. Is the amount of time that each of the key persons referred to in 2.a. and 2.b. of this section plan to commit to the project adequate?
- d. To what extent does the applicant, as part of its non-discriminatory employment practices, encourage applications for employment from persons who are members of groups that have been traditionally underrepresented?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

3. BUDGET AND COST EFFECTIVENESS

(Maximum 10

points)

- a. Is the budget adequate to support the project activities?
b. Are the costs reasonable in relation to the objectives of the project?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

4. ADEQUACY OF RESOURCES

(Maximum 10 points)

The extent to which an applicant plans to devote adequate resources to the project as evidenced by the type of facilities, equipment, and supplies, including, where appropriate, library and language facilities.

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

5. PLAN OF EVALUATION

(Maximum 5 points)

- a. How appropriate and adequate are the provisions for evaluating the effectiveness of the project?
- b. Will the evaluation be objective, and will it produce data that are quantifiable?

NOT ADDRESSED 0 Points	INADEQUAT E 1 Point	ADEQUATE 2-3 Points	GOOD TO EXCELLENT 4-5 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

6. COMMITMENT TO INTERNATIONAL STUDIES
(points)

(Maximum 15)

-
- a. To what extent does the institution exhibit current strength, as measured by the number of international studies courses offered?
 - b. To what extent has the planning for the implementation of the proposed program involved the applicant's faculty, as well as administrators?
 - c. What is the extent of the institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources?
 - d. How strong is the institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives?

NOT ADDRESSED 0 Points	INADEQUATE 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

7. ELEMENTS OF THE PROPOSED INTERNATIONAL STUDIES PROGRAM**{Applicable only to institutional applicants}**(Maximum 15 points)

- a. To what extent will the proposed activities contribute to the implementation of a program in international studies and foreign languages at the applicant institution?
- b. Are interdisciplinary aspects of the program adequate and appropriate?
- c. Is the number of new and revised courses, which have an international perspective that will be added to the institution's programs, adequate to meet programmatic needs?
- d. Are the applicant's plans to improve or expand language instruction adequate?

NOT ADDRESSED 0 Points	INADEQUAT E 1-5 Points	ADEQUATE 6-10 Points	GOOD TO EXCELLENT 11-15 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

8. NEED FOR AND PROSPECTIVE RESULTS OF THE PROPOSED PROGRAM
{Applicable only to institutional applicants} (Maximum 10 points)

- a. To what extent are the proposed activities needed at the applicant’s institution?
- b. To what extent will the proposed use of Federal funds result in the implementation of a program in international studies and foreign languages at the applicant institution?

NOT ADDRESSED 0 Points	INADEQUATE 1-3 Points	ADEQUATE 4-6 Points	GOOD TO EXCELLENT 7-10 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

9. NEED FOR AND POTENTIAL IMPACT OF THE PROPOSED PROGRAM IN IMPROVING INTERNATIONAL STUDIES AND THE STUDY OF MODERN FOREIGN LANGUAGE AT THE UNDERGRADUATE LEVEL

{Applicable only to organizations and associations}

(Maximum 30 points)

- a. To what extent will the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project contribute to achieving results?
- b. Is the proposed project international, and does it have any contemporary relevance?
- c. To what extent will the proposed project make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level?
- d. To what extent will the proposed project have a major regional and national impact on undergraduate education?
- e. How adequate are the applicant's provisions for sharing the materials and the results of the proposed project with the higher education community?

NOT ADDRESSED 0 Points	INADEQUATE 1-10 Points	ADEQUATE 11-20 Points	GOOD TO EXCELLENT 21-30 Points	POINTS AWARDED _____
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Please provide a justification for the points awarded based on STRENGTHS and WEAKNESSES:

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) 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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new 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.

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. The valid OMB control number for this information collection is **1890-0007**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3652, GSA Regional Office Building No. 3). Washington, DC 20202-4248.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

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

APPLICATIONS SUBMITTED ELECTRONICALLY

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesdays for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

APPLICATIONS SENT BY MAIL

You must mail the original and two copies of the application on or before the deadline date to. (Optional) – To help expedite our review of your application, we would appreciate your voluntarily including an additional (Fill in), copies of your application.

U.S. DEPARTMENT OF EDUCATION
Application Control Center
Attention: CFDA# 84.016
Washington, DC 20202

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

- (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.

If you mail an 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 Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method,

please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the instructions for “Applications Delivered by Hand.”

APPLICATIONS DELIVERED BY HAND

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date.

(Optional) – To help expedite our review of your application, we would appreciate your voluntarily including an additional (Fill in), copies of your application.

U.S. DEPARTMENT OF EDUCATION
Application Control Center
Attention: CFDA# 84.016
550 12th Street, SW
PCP - Room 7067
Washington, DC 20202

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

If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 5 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

You must indicate on the envelope and—if not provided by the Department—in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number – and suffix letter, if any – of the competition under which you are submitting your application.

If your application is late, we will notify you that we will not consider the application.

4/5/04

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--CFDA# 153A, U.S. Department of Education, 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, DC 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.**

This publication by the U.S. Department of Education (ED or the Department) is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. However, the only official version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site:
<http://www.whitehouse.gov/omb/grants/spoc.html>.

STATE SINGLE POINTS OF CONTACT (SPOCs)

It is estimated that in 2000, the Federal Government will outlay \$283.5 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 a copy of the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided from the official version of this document from the OMB web page at the following address: <http://www.whitehouse.gov/omb/grants/spoc.html>

ARIZONA	ARKANSAS
<p>Joni Saad Arizona State Clearinghouse 3800 N. Central Avenue Fourteenth Floor Phoenix, Arizona 85012 Telephone: (602) 280-1315 FAX: (602) 280-8144 Jonis@ep.state.az.us</p>	<p>Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7th Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 TlCopeland@dfa.state.ar.us</p>
CALIFORNIA	DELAWARE
<p>Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 State.clearinghouse@opr.ca.gov</p>	<p>Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway, 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 Chopkins@state.de.us</p>
DISTRICT OF COLUMBIA	FLORIDA
<p>Ron Seldon Office of Grants Management and Development 717 14th Street, NW, Suite 1200 Washington, DC 20005 Telephone: (202) 727-1705 FAX: (202) 727-1617 ogmd-ogmd@dcgov.org</p>	<p>Cherie L. Trainor Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 Telephone: (850) 414-5495 (direct) Cherie.trainor@dca.state.fl.us</p>
GEORGIA	ILLINOIS
<p>Georgia State Clearinghouse 270 Washington Street, SW</p>	<p>Virginia Bova Department of Commerce and</p>

<p>Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 gach@mail.opb.state.ga.us</p>	<p>Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-1800 vbova@commerce.state.il.us</p>
<p style="text-align: center;">INDIANA</p> <p>Frances Williams State Budget Agency 212 State House Indianapolis, Indiana 46204-2796 Telephone: (317) 232-2972 FAX: (317) 233-3323 fwilliams@sbs.state.in.us</p>	<p style="text-align: center;">IOWA</p> <p>Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 Steve.mccann@ided.state.ia.us</p>
<p style="text-align: center;">KENTUCKY</p> <p>Kevin J. Goldsmith, Director Sandra Brewer, Executive Secretary Intergovernmental Affairs Office of the Governor 700 Capitol Avenue Frankfort, Kentucky 40601 Telephone: (502) 564-2611 FAX: (502) 564-0437 kgoldsmith@mail.state.ky.us Sbrewer@mail.state.ky.us</p>	<p style="text-align: center;">MAINE</p> <p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 287-1461 (direct) FAX: (207) 287-6489 Joyce.benson@state.me.us</p>
<p style="text-align: center;">MARYLAND</p> <p>Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 West Preston Street - Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 linda@mail.op.state.md.us</p>	<p style="text-align: center;">MICHIGAN</p> <p>Richard Pfaff Southeast Michigan Council of Governments 660 Plaza Drive - Suite 1900 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 pfaff@semcog.org</p>
<p style="text-align: center;">MISSISSIPPI</p> <p>Catherine Mallette Clearinghouse Officer Department of Finance and Administration 550 High Street 303 Walters Sillers Building Jackson, Mississippi 39201-3087 Telephone: (601) 359-6762 FAX: (601) 359-6758</p>	<p style="text-align: center;">MISSOURI</p> <p>Lois Pohl Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Jefferson Building, Room 915 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 pohl_l@mail.oa.state.mo.us</p>

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<p style="text-align: center;">SOUTH CAROLINA</p> <p>Omeagia Burgess Budget and Control Board Office of State Budget 1122 Ladies Street – 12th Floor Columbia, South Carolina 29201 Telephone: (803) 734-0494 FAX: (803) 734-0645 aburgess@budget.state.sc.us</p>	<p style="text-align: center;">TEXAS</p> <p>Tom Adams Governors Office Director, Intergovernmental Coordination P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 463-1771 FAX: (512) 936-2681 tadams@governor.state.tx.us</p>
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GUAM	PUERTO RICO
Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: (011) (671) 472-2285 FAX: (011) (671) 475-2825 jer@ns.gov.gu	Norma Burgos / José E. Caro Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: (787) 727-4444 (PRPB) Telephone: (787) 723-6190 (FPRO) FAX: (787) 724-3270
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Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (011) (670) 664-2289 FAX: (011) (670) 664-2272 omb.jseman@saipan.com	Ira Mills Director, Office of Management & Budget #41 Norregade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 irmills@usvi.org

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Attn: Grants Management
 Office of Management and Budget
 New Executive Office Building, Suite 6025
 725 17th Street, NW
 Washington, DC 20503

This publication by the U.S. Department of Education is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). This publication incorporates the most recent revisions made by OMB. The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. However, the only official version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site <http://www.whitehouse.gov/omb/grants/spoc.html>. You may save a text version of this document at the aforementioned site. Please note it will be necessary to put a row of space between each state listing.

STATE SINGLE POINTS OF CONTACT (SPOCs)

It is estimated that in 2001, the Federal Government will outlay \$305.6 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 on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>.

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 one of these States, you may still send application material directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance. [<http://www.cfda.gov/public/cat-app4-index.htm>]

<p>ARKANSAS TRACY L. COPELAND Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 7th Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 TlCopeland@dfa.state.ar.us</p>	<p>CALIFORNIA Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 State.clearinghouse@opr.ca.gov</p>
<p>DELAWARE Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway , 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 Chopkins@state.de.us</p>	<p>DISTRICT OF COLUMBIA Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 414 4th Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 FAX: (202) 727-1652 opgd.eom@dc.gov</p>
<p>FLORIDA Jasmin Raffington Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 FAX: (850) 414-0479 clearinghouse@dca.state.fl.us</p>	<p>GEORGIA Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 Gach@mail.opb.state.ga.us</p>
<p>KENTUCKY Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-2512</p>	<p>MAINE Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333</p>

Ron.cook@mail.state.ky.us	Telephone: (207) 1461 (direct) FAX: (207) 287-6489 Joyce.benson@state.me.us
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GUAM Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 jer@ns.gov.gu	PUERTO RICO Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119 TELEPHONE: (787) 723-6190 FAX: (787) 722-6783
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Attn: Grants Management
 Office of Management and Budget
 New Executive Office Building, Suite 6025
 725 17th Street, NW
 Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the **CFDA**.

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 -- CFDA# 84.016, U.S. Department of Education, room 7W301, 400 Maryland Avenue, SW., Washington, DC 20202.

**IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. Department of Education
CONTRACT AND GRANT PROGRAMS GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that

**Failure to meet a deadline will mean that an applicant will be rejected
without any consideration whatever.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulations and implementing ED Procurement Regulations. Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracting Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever. Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulations is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may, therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 8 '92 REPLACES ED FORM 5348, 6 '86, WHICH IS OBSOLETE

SEC. 604. UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS.

(a) INCENTIVES FOR THE CREATION OF NEW PROGRAMS AND THE STRENGTHENING OF EXISTING PROGRAMS IN UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAMS-

(1) AUTHORITY- The Secretary is authorized to make grants to institutions of higher education, combinations of such institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist such institutions, combinations or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages. Such grants shall be awarded to institutions, combinations or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

(2) USE OF FUNDS- Grants made under this section may be used for Federal share of the cost of projects and activities which are an integral part of such a program, such as--

(A) planning for the development and expansion of undergraduate programs in international studies and foreign languages;

(B) teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--

(i) the expansion of library and teaching resources; and

(ii) preservice and inservice teacher training;

(C) expansion of opportunities for learning foreign languages, including less commonly taught languages;

(D) programs under which foreign teachers and scholars may visit institutions as visiting faculty;

(E) programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;

(F) the development of undergraduate educational programs--

(i) in locations abroad where such opportunities are not otherwise available or that serve students for whom such opportunities are not otherwise available; and

(ii) that provide courses that are closely related to on-campus foreign language and international curricula;

(G) the integration of new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;

(H) the development of model programs to enrich or enhance the effectiveness of educational programs abroad, including predeparture and postreturn programs, and the integration of educational programs abroad into the curriculum of the home institution;

(I) the development of programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;

(J) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this subsection;

(K) the conduct of summer institutes in foreign area, foreign language, and other international fields to provide faculty and curriculum development, including the integration of professional and technical education with foreign area and other international studies, and to provide foreign area and other international knowledge or skills to government personnel or private sector professionals in international activities;

(L) the development of partnerships between--

(i) institutions of higher education; and

(ii) the private sector, government, or elementary and secondary education institutions,

in order to enhance international knowledge and skills; and

(M) the use of innovative technology to increase access to international education programs.

(3) NON-FEDERAL SHARE- The non-Federal share of the cost of the programs assisted under this subsection--

(A) may be provided in cash from the private sector corporations or foundations in an amount equal to one-third of the total cost of the programs assisted under this section; or

`(B) may be provided as an in-cash or in-kind contribution from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the programs assisted under this section.

`(4) SPECIAL RULE- The Secretary may waive or reduce the required non-Federal share for institutions that--

`(A) are eligible to receive assistance under part A or B of title III or under title V; and

`(B) have submitted a grant application under this section.

`(5) PRIORITY- In awarding grants under this section, the Secretary shall give priority to applications from institutions of higher education, combinations or partnerships that require entering students to have successfully completed at least 2 years of secondary school foreign language instruction or that require each graduating student to earn 2 years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer 2 years of postsecondary credit in a foreign language.

`(6) GRANT CONDITIONS- Grants under this subsection shall be made on such conditions as the Secretary determines to be necessary to carry out this subsection.

`(7) APPLICATION- Each application for assistance under this subsection shall include--

`(A) evidence that the applicant has conducted extensive planning prior to submitting the application;

`(B) an assurance that the faculty and administrators of all relevant departments and programs served by the applicant are involved in ongoing collaboration with regard to achieving the stated objectives of the application;

`(C) an assurance that students at the applicant institutions, as appropriate, will have equal access to, and derive benefits from, the program assisted under this subsection; and

`(D) an assurance that each institution, combination or partnership will use the Federal assistance provided under this subsection to supplement and not supplant non-Federal funds the institution expends for programs to improve undergraduate instruction in international studies and foreign languages.

`(8) EVALUATION- The Secretary may establish requirements for program evaluations and require grant recipients to submit annual reports that evaluate the progress and performance of students participating in programs assisted under this subsection.

`(b) PROGRAMS OF NATIONAL SIGNIFICANCE- The Secretary may also award grants to public and private nonprofit agencies and organizations, including professional and scholarly associations, whenever the Secretary determines such grants will make an especially significant contribution to improving undergraduate international studies and foreign language programs.

`(c) FUNDING SUPPORT- The Secretary may use not more than 10 percent of the total amount appropriated for this part for carrying out the purposes of this section.

TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 658--UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

Subpart A--General

Sec.

658.1 What is the Undergraduate International Studies and Foreign Language Program?

658.2 Who is eligible to apply for assistance under this program?

658.3 What regulations apply?

658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

Subpart B--What Kinds of Projects Does the Secretary Assist Under This Program?

658.10 For what kinds of projects does the Secretary assist institutions of higher education?

658.11 What projects and activities may a grantee conduct under this program?

658.12 For what kinds of projects does the Secretary assist associations and organizations?

Subpart C [Reserved]

Subpart D--How Does the Secretary Make a Grant?

658.30 How does the Secretary evaluate an application?

658.31 What selection criteria does the Secretary use?

658.32 What additional criteria does the Secretary apply to institutional applications?

658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

658.34 What additional factors does the Secretary consider in selecting grant recipients?

658.35 What priority does the Secretary give?

Subpart E--What Conditions Must Be Met by a Grantee?

658.40 What are the limitations on allowable costs?

658.41 What are the cost-sharing requirements?

Authority: 20 U.S.C. 1124, unless otherwise noted.

Source: 47 FR 14122, Apr. 1, 1982, unless otherwise noted.

Subpart A--General

Sec. 658.1 What is the Undergraduate International Studies and Foreign Language Program?

The Undergraduate International Studies and Foreign Language Program is designed to provide assistance to institutions of higher education, combinations of those institutions, or partnerships between nonprofit educational organizations and institutions of higher education, to assist those institutions, combinations, or partnerships in planning, developing, and carrying out programs to improve undergraduate instruction in international studies and foreign languages.

(Authority: 20 U.S.C. 1124)

[64 FR 7739, Feb. 16, 1999]

Sec. 658.2 Who is eligible to apply for assistance under this program?

The following are eligible to apply for assistance under this part:

(a) Institutions of higher education.

(b) Combinations of institutions of higher education.

(c) Partnerships between nonprofit educational organizations and institutions of higher education.

(d) Public and private nonprofit agencies and organizations, including professional and scholarly associations.

(Authority: 20 U.S.C. 1124)

[47 FR 14122, Apr. 1, 1982, as amended at 64 FR 7739, Feb. 16, 1999]

Sec. 658.3 What regulations apply?

The following regulations apply to this program:

(a) The regulations in 34 CFR part 655.

(b) The regulations in this part 658.

(Authority: 20 U.S.C. 1121-1127)

[58 FR 32576, June 10, 1993]

Sec. 658.4 What definitions apply to the Undergraduate International Studies and Foreign Language Program?

The definitions in 34 CFR 655.4 apply to this program.

(Authority: 20 U.S.C. 1121-1127)

Subpart B--What Kinds of Projects Does the Secretary Assist Under This Program?

Sec. 658.10 For what kinds of projects does the Secretary assist institutions of higher education?

(a) The Secretary may provide assistance to an institution of higher education, a combination of institutions of higher education, or a partnership between a nonprofit educational organization and an institution of higher education to plan, develop, and carry out a program to improve undergraduate instruction in international studies and foreign languages. Those grants must be awarded to institutions, combinations, or partnerships seeking to create new programs or to strengthen existing programs in foreign languages, area studies, and other international fields.

(b) The Secretary gives consideration to an applicant that proposes a program that--

- (1) Initiates new or revised courses in international or area studies;
- (2) Makes instruction in foreign languages available to students in the program; and
- (3) Takes place primarily in the United States.

(c) The program shall focus on--

- (1) International or global studies;
- (2) One or more world areas and their languages; or
- (3) Issues or topics, such as international environmental studies or international health.

(Authority: 20 U.S.C. 1124(a))

[47 FR 14122, Apr. 1, 1982, as amended at 52 FR 28422, July 29, 1987; 58 FR 32576, June 10, 1993; 64 FR 7740, Feb. 16, 1999]

Sec. 658.11 What projects and activities may a grantee conduct under this program?

The Secretary awards grants under this part to assist in carrying out projects and activities that are an integral part of a program to improve undergraduate instruction in international studies and foreign languages. These include projects such as--

(a) Planning for the development and expansion of undergraduate programs in international studies and foreign languages;

(b) Teaching, research, curriculum development, faculty training in the United States or abroad, and other related activities, including--

- (1) Expanding library and teaching resources;
- (2) Conducting faculty workshops, conferences, and special lectures;
- (3) Developing and testing new curricular materials, including self-instructional materials in foreign languages, or specialized language materials dealing with a particular subject (such as health or the environment);

(4) Initiating new and revised courses in international studies or area studies and foreign languages; and

(5) Conducting pre-service and in-service teacher training;

(c) Expanding the opportunities for learning foreign languages, including less commonly taught languages;

(d) Providing opportunities for which foreign faculty and scholars may visit institutions as visiting faculty;

(e) Placing U.S. faculty members in internships with international associations or with governmental or nongovernmental organizations in the U.S. or abroad to improve their understanding of international affairs;

(f) Developing international education programs designed to develop or enhance linkages between 2- and 4-year institutions of higher education, or baccalaureate and post-baccalaureate programs or institutions;

(g) Developing undergraduate educational programs--

(1) In locations abroad where those opportunities are not otherwise available or that serve students for whom those opportunities are not otherwise available; and

(2) That provide courses that are closely related to on-campus foreign language and international curricula;

(h) Integrating new and continuing education abroad opportunities for undergraduate students into curricula of specific degree programs;

(i) Developing model programs to enrich or enhance the effectiveness of educational programs abroad, including pre-departure and post-return programs, and integrating educational programs abroad into the curriculum of the home institution;

(j) Developing programs designed to integrate professional and technical education with foreign languages, area studies, and other international fields;

(k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational programs assisted under this part;

(l) Developing partnerships between--

(1) Institutions of higher education; and

(2) The private sector, government, or elementary and secondary education institutions in order to enhance international knowledge and skills; and

(m) Using innovative technology to increase access to international education programs.

(Authority: 20 U.S.C. 1124)

[64 FR 7740, Feb. 16, 1999]

Sec. 658.12 For what kinds of projects does the Secretary assist associations and organizations?

The Secretary may award grants under this part to public and private nonprofit agencies and organizations including scholarly associations, that propose projects that will make an especially significant contribution to strengthening and improving undergraduate instruction in international studies and foreign languages at institutions of higher education.

(Authority: 20 U.S.C. 1124(b))

Subpart C [Reserved]

Subpart D--How Does the Secretary Make a Grant?

Sec. 658.30 How does the Secretary evaluate an application?

(a) (1) The Secretary evaluates an application from an institution of higher education or a combination of such institutions on the basis of the criteria in Secs. 658.31 and 658.32. The Secretary awards up to 85 possible points for these criteria.

(2) Under Secs. 658.31 and 658.32 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.

(b)(1) The Secretary evaluates an application from an agency or organization or professional or scholarly association on the basis of the criteria in Secs. 658.31 and 658.33. The Secretary awards up to 75 possible points for these criteria.

(2) Under Secs. 658.31 and 658.33 the Secretary evaluates applications for funding on a percentage score based upon the number of points an application receives and the maximum number of points possible.

(c) The maximum possible points for each criterion are indicated in parentheses.

(Authority: 20 U.S.C. 1124)

Sec. 658.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria in evaluating an application for a project under this part.

(a) Plan of operation. (10) (See 34 CFR 655. 31(a))

- (b) Quality of key personnel. (10) (See 34 CFR 655.31(b))
- (c) Budget and cost effectiveness. (10) (See 34 CFR 655.31(c))
- (d) Evaluation plan. (5) (See 34 CFR 655.31(d))
- (e) Adequacy of resources. (10) (See 34 CFR 655.31(e))

(Authority: 20 U.S.C. 1124)

Sec. 658.32 What additional criteria does the Secretary apply to institutional applications?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criteria to applications submitted by an institution of higher education or a combination of such institutions:

- (a) Commitment to international studies. (15)
 - (1) The Secretary reviews each application for information that shows the applicant's commitment to the international studies program.
 - (2) The Secretary looks for information that shows--
 - (i) The institution's current strength as measured by the number of international studies courses offered;
 - (ii) The extent to which planning for the implementation of the proposed program has involved the applicant's faculty, as well as administrators;
 - (iii) The institutional commitment to the establishment, operation, and continuation of the program as demonstrated by optimal use of available personnel and other resources; and
 - (iv) The institutional commitment to the program as demonstrated by the use of institutional funds in support of the program's objectives.
- (b) Elements of the proposed international studies program. (15)
 - (1) The Secretary reviews each application for information that shows the nature of the applicant's proposed international studies program.
 - (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities will contribute to the implementation of a program in international studies and foreign languages at the applicant institution;
 - (ii) The interdisciplinary aspects of the program;
 - (iii) The number of new and revised courses with an international perspective that will be added to the institution's programs; and
 - (iv) The applicant's plans to improve or expand language instruction.
- (c) Need for and prospective results of the proposed program. (10)
 - (1) The Secretary reviews each application for information that shows the need for and the prospective results of the applicant's proposed program.
 - (2) The Secretary looks for information that shows--
 - (i) The extent to which the proposed activities are needed at the applicant institution;
 - (ii) The extent to which the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages at the applicant institution;
 - (iii) The likelihood that the activities initiated with Federal funds will be continued after Federal assistance is terminated; and
 - (iv) The adequacy of the provisions for sharing the materials and results of the program with other institutions of higher education.

(Authority: 20 U.S.C. 1124)

[47 FR 14122, Apr. 1, 1982, as amended at 52 FR 28422, July 29, 1987]

Sec. 658.33 What additional criterion does the Secretary apply to applications from organizations and associations?

In addition to the criteria referred to in Sec. 658.31, the Secretary applies the following criterion to applications from organizations and associations:

- (a) Need for and potential impact of the proposed project in improving international studies and the study of modern foreign language at the undergraduate level. (30)

(b) The Secretary reviews each application for information that shows the need for and the potential impact of the applicant's proposed projects in improving international studies and the study of modern foreign language at the undergraduate level.

(1) The Secretary looks for information that shows--

(i) The extent to which the applicant's proposed apportionment of Federal funds among the various budget categories for the proposed project will contribute to achieving results;

(ii) The international nature and contemporary relevance of the proposed project;

(iii) The extent to which the proposed project will make an especially significant contribution to the improvement of the teaching of international studies or modern foreign languages at the undergraduate level; and

(iv) The adequacy of the applicant's provisions for sharing the materials and results of the proposed project with the higher education community.

(2) [Reserved]

(Authority: 20 U.S.C. 1124(b))

Sec. 658.34 What additional factors does the Secretary consider in selecting grant recipients?

In addition to applying the selection criteria in, as appropriate Secs. 658.31, 658.32, and 658.33, the Secretary, to the extent practicable and consistent with the criterion of excellence, seeks to encourage diversity by ensuring that a variety of types of projects and institutions receive funding.

(Authority: 20 U.S.C. 1124 and 1126)

[58 FR 32576, June 10, 1993]

Sec. 658.35 What priority does the Secretary give?

(a) The Secretary gives priority to applications from institutions of higher education or combinations of these institutions that require entering students to have successfully completed at least two years of secondary school foreign language instruction or that require each graduating student to earn two years of postsecondary credit in a foreign language (or have demonstrated equivalent competence in the foreign language) or, in the case of a 2-year degree granting institution, offer two years of postsecondary credit in a foreign language.

(b) The Secretary announces the number of points to be awarded under this priority in the application notice published in the Federal Register.

(Authority: 20 U.S.C. 1124)

[58 FR 32576, June 10, 1993]

Subpart E--What Conditions Must Be Met by a Grantee?

Sec. 658.40 What are the limitations on allowable costs?

Equipment costs may not exceed five percent of the grant amount.

(Authority: 20 U.S.C. 1124)

Sec. 658.41 What are the cost-sharing requirements?

(a) The grantee's share may be derived from cash contributions from private sector corporations or foundations in the amount of one-third of the total cost of the project.

(b) The grantee's share may be derived from cash or in-kind contributions from institutional and non-institutional funds, including State and private sector corporation or foundation contributions, equal to one-half of the total cost of the project.

(c) In-kind contributions means property or services that benefit a grant-supported project or program and that are contributed by non-Federal third parties without charge to the grantee.

(d) The Secretary may waive or reduce the required non-Federal share for institutions that--

(1) Are eligible to receive assistance under part A or B of title III or under title V of the Higher Education Act of 1965, as amended; and

(2) Have submitted a grant application under this part.

(Authority: 20 U.S.C. 1124 and 3474; OMB Circular A-110)

[58 FR 32577, June 10, 1993, as amended at 64 FR 7740, Feb. 16, 1999]

THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the United States. The Department's goals, as listed in the plan, are:

- Goal 1: Create a Culture of Achievement
- Goal 2: Improve Student Achievement
- Goal 3: Develop Safe Schools and Strong Character
- Goal 4: Transform Education into an Evidence-based Field
- Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education
- Goal 6: Establish Management Excellence

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education.

What are the Performance Indicators for the International Education Programs?

The Department's specific goal for the International Education Programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The Department has established objectives and performance indicators for the Title VI and Fulbright-Hays programs and data are collected through the Evaluation of Exchange, Language, Area and International Studies (EELIAS) performance reporting system. The indicators for the International Education Programs focus on the following areas: (1) expansion of critical languages; (2) employment in field; and (3) improved language competency.

All grantees are required to submit annual performance reports through EELIAS that describe the projects' accomplishments and provide GPRA data. Data collected from each of the fourteen International Education Programs are used to assess the success of meeting the performance objectives.