FY 2009
APPLICATION FOR GRANTS
UNDER THE CHILD CARE ACCESS MEANS PARENTS IN
SCHOOL PROGRAM

CFDA Number: 84.335

FORM APPROVED

OMB no. 1840-0737, Expiration Date: Month/Day/20XX

DATE MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: MONTH/DAY/20XX

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Dear Applicant:

Thank you for your interest in applying for a grant under the Childcare Access Means Parents in School (CCAMPIS) Program. This letter highlights a few items in the application package that will be important to you in applying for a grant. You should review the entire application package carefully before preparing and submitting your application. Please note that section 410 of the Higher Education Opportunity Act (HEOA) amends Title IV, Part A, Subpart 7, Sec. 419N; 20 *U.S.C.* 1070e of the Higher Education Act of 1965 (HEA), and these amendments apply to this competition. Please review the entire application package carefully before preparing and submitting your application.

We are requiring that applications for Fiscal Year (FY) 2009 grants under the CCAMPIS Program be submitted electronically using Grants.gov. An applicant who is unable to submit an application through Grants.gov must submit a written request for a waiver of the electronic submission requirement at least two weeks before the deadline date. Additional information about Grants.gov submission requirements was in the Notice Inviting Applications for New Awards (Notice), published in the Federal Register, and in the transmittal instructions, which are included in this package.

For the FY 2009 grant competition, the Department has established one competitive preference priority:

Competitive Preference Priority - Priority is given to institutions of higher education that submit applications describing childcare programs that: (1) leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted under this section; and (2) utilize a sliding fee scale for childcare services provided under this section in order to support a high number of low-income parents pursuing postsecondary education at the institution.

Applicants must address both portions of the competitive preference priority criterion to receive up to an additional 10 points based on the extent to which applicants address this priority. The priority is explained in detail in the Notice contained in this application package. You are urged to fully review the Notice carefully before preparing your application.

An eligible applicant may submit only one application. All currently funded grantees are eligible to apply under the FY 2009 competition. Because we do not anticipate conducting a FY 2010 competition, we urge all grantees, including those whose current grant will end in 2010, to apply under this competition. The Notice contains detailed information. We encourage the Student Support Services (SSS) Program grantees to apply for this grant program. The SSS Program, a Federal TRIO program, is designed to assist economically disadvantaged and nontradtitional students, who also may qualify for CCAMPIS Program services.

As noted above, for this FY 2009 grant competition, the Department requires applicants to submit the grant application on Grants.gov, an Internet-based electronic system. A detailed description of this Internet-based system is included in this application package. You are urged to acquaint yourself with the requirements of Grants.gov and **register early**. Grants.gov is accessible through its portal page at:

http://www.grants.gov

Finally, we would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the potential of CCAMPIS Program applicants to successfully reach their individual project goals, which are driven by the performance indicators for the CCAMPIS Program. The evaluation plan should not only include formative and summative measures, but also, address the use of appropriate controls and techniques that provide for independent evaluation. The evaluation plan should shape the development of the project from the beginning of the grant period and provide benchmarks for the monitoring of progress and measurement of that progress throughout the grant award period.

You should pay close attention to the information provided in the Instructions for Project Narrative section of this application regarding the development of your evaluation activity. One Preapplication workshop will be held to help grantees design and implement strong evaluations. The workshop will also emphasize the need for developing strong project-level performance measures that captures the impact of the activities grantees pursue. The Department is committed to helping grantees use data to achieve their goals and, in turn, help the Department improve our own technical assistance activities.

The Notice published in the Federal Register is the official document describing the requirements for submitting a CCAMPIS grant application. You should not rely upon any information that is inconsistent with the guidance contained in the official document. If you have any questions or require additional information, please contact J. A. Hamilton at Josephine.Hamilton@ed.gov or by phone at (202) 502-7583 or Dorothy Marshall at Dorothy.Marshall@ed.gov or by phone at (202) 502-7734, Antoinette Clark-Edwards at Antoinette.Clark@ed.gov or by phone at (202) 502-7656. We encourage applicants to review the "Competition Highlights" found in the application package for an overview of important items.

Thank you for your interest in the Child Care Access Means Parents In School Program.

Sincerely,

/signed/
Linda Byrd-Johnson, Ph.D.
Director
Higher Education Preparation and Support Programs

Competition Highlights

1. CCAMPIS applications submitted for FY 2009 must be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early as the registration procedures may require five (5) or more days to complete. A more thorough discussion is included later in this application package. Grants.gov is accessible through its portal page at:

   http://www.grants.gov

2. It is important to know that Grants.gov does not allow applicants to "un-submit" applications. Therefore, if you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the entire application. You should know that if the Department receives duplicate applications, we will accept and process the application with the latest "date/time received" validation.

3.   3.   Applicants are required to adhere to the page limit for the Project Narrative portion of the application. You must limit the section of the narrative that addresses the selection criteria to no more than 45 pages.

Please note, once you download an application from Grants.gov, you will be working off-line and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application.

4. The application contains a Competitive Preference Priority and information relative to the Priority must be addressed in the project narrative.

5. The application must be successfully uploaded into the Grants.gov system before the deadline date and time. Late applications will not be accepted. **We suggest that you submit your application several days before the deadline.** No changes or additions to an application will be accepted after the deadline date.

6. Included in this application package is a document containing submission procedures to ensure your application is received in a timely and acceptable manner. Consult and follow the Federal Register notice to ensure proper guidance for application submission. Exceptions to the electronic submission requirement are also outlined in the Federal Register notice. The Department is required to enforce the established deadline in order to ensure fairness to all applicants. Please note that Grants.gov does not allow applicants to "un-submit" applications.

7. You are required to submit a Project Abstract. Information provided in the Project Abstract is limited to a one-page document and must be uploaded into the "ED Abstract Form" in Grants.gov.

8. Applicants must also complete a "CCAMPIS Program Profile Form," found on pages 63. Applicants are asked to carefully read question #2 on the CCAMPIS Program Profile Form, and provide Pell data specific to the applicant institution – not an aggregate District or College/University System Pell amount. Upon completion of the Program Profile form, you are required to copy and paste the CCAMPIS Program Profile Sheet into a separate document or recreate the form exactly as it appears, and attach the document to the "Other Attachments Form" in Grants.gov as either a .doc, .rtf, or .pdf document.

9. In addressing the "Need for the Project" selection criterion, please provide only data that relates to students who may potentially be assisted by your project: those students eligible for Federal Pell Grants enrolled at your institution.

10. All applicants must provide a summary budget (ED 524) and a detailed Budget Narrative for the first twelve-month budget period. It is not necessary to provide a budget summary for the entire grant period. The maximum funding level for the first year of the grant is stipulated in the Notice, and the Department will determine the funding levels for each additional year of the grant award.

11. Applicants successful under this competition will be required to submit annual performance reports. The requirements for these reports are detailed in the authorizing statute, *HEOA*, section 410 which amends HEA, Title IV, Part A, Subpart 7, Sec. 419N; 20 *U.S.C.* 1070e. A copy of the statute is included in this application package. We will use the information contained in the required annual performance reports to determine progress for purposes of continuation funding.

12.   The Secretary will not award grants that supplant funds for current childcare services. CCAMPIS Program funds may be used only to supplement childcare services or establish a new childcare program. CCAMPIS Program funds may be used to either provide childcare services or contract for the provision of childcare services. However, the institution must have oversight authority for all childcare services, whether provided directly by the applicant or by a contractor.

Please go to http://www.grants.gov/ForApplicants for help with Grants.gov and click on "help" at the top of the screen. Also, refer to Grants. gov "Submission Procedures and Tips for Applicants" found on pages 8-10 of this application booklet.

You are reminded that the Notice published in the Federal Register is the official document and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

IMPORTANT – PLEASE READ FIRST
U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

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

ATTENTION
Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Applicants will no longer need to use the PureEdge software to create or submit an application. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

   Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

   If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on why an application may be rejected, you can review Application Error Tips http://www.grants.gov/section910/ApplicationErrorTips.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov
Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

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

MAC Users
If you do not have a Windows operating System, you may need to use the Citrix solution discussed on Grants.gov to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). Also, do not upload any password protected files to your application.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

GRANTS.GOV REGISTRATION INSTRUCTIONS FOR ORGANIZATIONS

The Grants.gov registration process involves three basic steps:
1. Register your organization
   - Obtain a D-U-N-S Number (see below for instructions)
   - Register with the Central Contractor Registry (CCR) (see below for instructions)
2. Register yourself as an Authorized Organization Representative (AOR)
   - Obtain a username and password from the Grants.gov credential provider (https://apply.grants.gov/OrcRegister)
   - Register with Grants.gov (http://apply.grants.gov/GrantsgovRegister)
3. Get authorized as an AOR by your organization
   - Receive approval from your organization's E-Business POC (see CCR instructions below for details)
   - If you are both the E-Business POC and an AOR, you should authorize your own AOR request

For more information, go to http://www.grants.gov/applicants/get_registered.jsp.

Note: If you are a grant applicant who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to http://www.grants.gov/assets/IndividualRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

D-U-N-S NUMBER INSTRUCTIONS

To successfully submit an application using Grants.gov, you must provide your organization's D-U-N-S Number. The D-U-N-S Number is a unique nine-digit number issued by Dun and Bradstreet (D&B), a global information services provider, that identifies your organization and is used by the Federal government to track how Federal money is distributed. Most large organizations, libraries, colleges, and research universities already have D-U-N-S numbers. Ask your grant administrator or chief financial officer to provide your organization's D-U-N-S Number.

If your organization does not have a D-U-N-S Number, you can obtain one at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form (http://www.dnb.com/US/duns_update/index.html). You will need to provide the following information:

- Legal name
- Tradestyle, doing business as (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing address (if separate)
- Telephone number
- Contact name
- SIC code (Line of Business)

- Number of employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Obtaining a DUNS Number places your organization on D&B's marketing list, which is sold to other companies. At the time you apply for your DUNS number, you may also request not to be added to this list.

Live help from D&B is available Monday-Friday, 8 a.m. – 5 p.m. (EST) at 1-888-814-1435.

CENTRAL CONTRACTOR REGISTRATION (CCR) INSTRUCTIONS

The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and electronic payment processes. Check to see if your organization is already registered at the CCR website (http://www.bpn.gov/ccrinq/scripts/search.asp).

If your organization is already registered, take note of who is listed as your E-Business Point of Contact (E-Business POC). This person will be responsible for authorizing who within your organization is able to submit applications using Grants.gov.

If your organization is not already registered, you can register using the CCR website (http://bpn.gov/ccr/scripts/indexnew.asp) or by phone (1-888-227-2423). When your organization registers with CCR, you will need to designate an E-Business Point of Contact (POC). This designee authorizes individuals to submit grant applications on behalf of the organization. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.

The E-Business POC will be notified by e-mail when individuals from their organization register with Grants.gov. This registration is a request to be designated as an Authorized Organization Representative (AOR). To assign AOR rights, E-Business POCs need to log into Grants.gov (http://www.grants.gov/applicants/e_biz.jsp) using the organization's D-U-N-S Number and MPIN. Grants.gov will send the AOR a confirmation e-mail when this process has been completed.

Please note that your CCR registration must be renewed once a year. You can check your registration status using the CCR search page (http://www.bpn.gov/ccrinq/scripts/search.asp).

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page (http://www.ccr.gov/FAQ.asp) or contact the CCR Help Desk at 1-888-227-2423.

Application Transmittal Instructions

Submission of Paper Applications by Mail:
If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.335)
LBJ Basement Level 1
400 Maryland Avenue, SW
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:
(1) A legibly dated U.S. Postal Service postmark.
(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
(3) A dated shipping label, invoice, or receipt from a commercial carrier.
(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:
(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.335)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.
Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

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

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

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:
(1) A private metered postmark.
(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

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

Applications Delivered by Commercial Carrier:

If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the instructions under the appropriate delivery method.

You must mail the original and two copies of your application on or before the application deadline date to:

> U.S. Department of Education
> Application Control Center
> Attention: CFDA Number 84.335
> LBJ Basement Level 1
> 400 Maryland Avenue, SW.
> Washington, DC 20202-4260

Applications Delivered by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date to the following address:

> U.S. Department of Education
> Application Control Center
> Attention: CFDA Number - 84.335
> LBJ Basement Level 1
> 400 Maryland Avenue, SW
> Washington, D.C. 20202

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

Grant Application Receipt from the Application Control Center
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 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

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

XXXX-XX-X

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Child Care Access Means Parents In School (CCAMPIS)Program Notice

Inviting Applications for New Awards for Fiscal Year FY) 2009.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.335.

Dates:

Applications Available: *Insert date*.

Deadline for Transmittal of Applications: *Insert date*.

Deadline for Intergovernmental Review: *Insert date*.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The CCAMPIS Program supports the

participation of low-income parents in postsecondary education

through the provision of campus-based childcare services.

Priority: In accordance with 34 CFR 75.105(b)(2)(iv), this

priority is from section 419N(d) of the HEA of 1965, as amended by
the Higher Education Opportunity Act of 2008 (HEOA).

Competitive Preference Priority: For FY 2009 this priority is a

competitive preference priority. Under 34 CFR 75.105(c)(2)(i) we

award up to an additional 10 points to an application, depending

on the extent to which the application meets this priority.

This priority is: Priority is given to institutions of higher

education that submit applications describing childcare programs

that: (1) Leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted under this section; and (2) utilize a sliding fee scale for childcare services provided under this section in order to support a high number of low-income parents pursuing postsecondary education at the institution.

Program Authority: 20 *U.S.C.* 1070e.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98 and 99.

(b) There are no program-specific regulations for this program.

Note: Because there are no program specific regulation for the CCAMPIS Program, applicants are encouraged to carefully read the authorizing statute, Authorizing Statute ?(Notice, page 14)?

 Title IV, Part A, Subpart 7, Sec. 419N of the HEA, as amended by the HEOA; 20 *U.S.C.* 1070eII. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: We expect to use all funds appropriated for the CCAMPIS program in FY 2009 for this competition.   The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: $(insert)

Estimated Average Size of Awards: $(insert)

Maximum Award: In accordance with section 419N(b)(2)(A)(B) of the HEOA of 2008, we the Department of Education (Department) will not fund any application at an amount exceeding one percent of the applicant's total amount of all Federal Pell Grant funds for the preceding fiscal year awarded to students enrolled at the institution, or $30,000, which ever is greater, for a single budget period of 12 months.

Estimated Number of Awards: 155.

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

Project Period: Up to 48 months.

III. Eligibility Information

    1. Eligible Applicants: Any institution of higher education that during FY 2008 awarded a total of $350,000 or more of the Federal Pell Grant funds to students enrolled at the institution. Institutions that currently have a CCAMPIS Program grant with a project period ending in 2008 and 2009 are eligible to apply in accordance with section III.3 of this notice.

    2. Cost Sharing or Matching: This competition does not involve cost sharing or matching.

    3.   Other: At this time, we do not anticipate conducting a competition for new awards in FY 2010. Institutions that currently have a CCAMPIS Program grant with a project period

ending in 2010 should apply for a new grant during this FY 2009

competition.

Subject to the availability of funds, we plan to make new awards

in FY 2010 by funding in rank order those applicants with project

periods ending in 2010 who scored within the funding range under

the FY 2009 competition; and by funding in rank order any other

high-quality applications that remain on the slate, including

applicants with project periods ending in 2010. Those applicants

with project periods ending in 2010 may be awarded a new grant to

begin in [FY 2009 or (please clarify why FY 2009 and not just

2010)] FY 2010 if: (1) the FY 2009 application scored in the

funding range for new awards, and (2) the applicant met all the

terms and conditions of the previous grant, including the

submission of all required reports.

IV. Application and Submission Information

    1. <u>Address to Request Application Package</u>: J. Alexander

Hamilton or Antoinette Clark-Edwards or Dorothy Marshall, U.S.

Department of Education, 1990 K Street, NW, suite 7000,

Washington, DC 20006-8510. Telephone: (202) 502-7583, or

(202)502-7656 or (202) 502-7734 (respectively) or by e-mail:

TRIO@ed.gov.

    If you use a telecommunications device for the deaf (TDD),

call the Federal Relay Service (FRS), toll free, at 1-800-877-

8339.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting one of the program contact persons listed in this section.

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

Page Limit: Part III, the program narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part II–First Year Budget Narrative and Part III–Program Narrative, to no more than 45 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. Page numbers and an identifier may be within the 1" margin.

• Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs.

• Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

• Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.

The page limit does not apply to Part I, the Application for Federal Assistance face sheet (SF 424); Part II, Budget Information--Non-Construction Programs (ED Form 524); CCAMPIS Program Profile sheet; the one-page Project Abstract narrative form; and the assurances and certifications. The page limit also does not apply to a table of contents. If you include any attachments or appendices, these items will be counted as part of Part III, the program or application narrative, for purposes of the page limit requirement. You must include your complete response to the selection criteria and priorities in Part III, the program narrative.

We will reject your application if-

- You apply these standards and exceed the page limit;

- You apply other standards and exceed the equivalent

of the page limit.

3. <u>Submission Dates and Times</u>:

Applications Available: *Insert date*.

Deadline for Transmittal of Applications: *Insert date*.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (<u>Grants.gov</u>). For information (including dates and times) about how to submit your application electronically or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Section IV. item 6. <u>Other Submission Requirements</u> in this notice.

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

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: *Insert date*.

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 specify funding restrictions as outlined in Title IV, Part A, Subpart 2, Sec. 419N of the HEA, as amended by Sec. 410 of the HEOA; 20 U.S.C. 1070e . We reference additional regulations outlining restrictions in the Applicable Regulations section of this notice.

6.   Other Submission Requirements: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. <u>Electronic Submission of Applications</u>.

Applications for grants under the Program — CFDA Number 84.335 must be submitted electronically using the Governmentwide Grants.gov Apply site at: <u>http://www.grants.gov</u>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under <u>Exception to Electronic Submission Requirement</u>.

You may access the electronic grant application for the CCAMPIS Program at: http://www.grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.335, not 84.335A).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

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

Grants.gov system. You can also find the Education Submission

Procedures pertaining to Grants.gov at:

http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf.

  • To submit your application via Grants.gov, you must

complete all the steps in the Grants.gov registration

process(see *http://www.grants.gov/applicants/get_*registered.jsp).

These steps include (1) registering your organization, a multi-

part process that includes registration with the Central

Contractor Registry (CCR), (2) registering yourself as an

Authorized Organization Representative (AOR), and (3) getting

authorized as an AOR by your organization. Details on these steps

are outlined in the Grants.gov 3-Step Registration Guide (see

http://www.grants.gov/assets/GrantsgovCoBrandBrochure8X11.pdf).

You also must provide on your application the same

D-U-N-S Number used with this registration. Please note that the

registration process may take five or more business days to

complete, and you must have completed all registration steps to

allow you to successfully submit an application via Grants.gov.

  • You will not receive additional point value because

you submit your application in electronic format, nor will we

penalize you if you qualify for an exception to the electronic

submission requirement, as described elsewhere in this section,

and submit your application in paper format.

  • You must submit all documents electronically including all

information typically included on the following forms:

The Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information—Non-Construction Programs (ED 524), and all necessary assurances and certifications. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

• Your electronic application must comply with any page-limit requirements described in this notice.

• After you electronically submit your application, you will receive an automatic notification of receipt that contains a Grants.gov tracking number. The Department will retrieve your application from Grants.gov and send you a second confirmation by e-mail that will include a PR/Award number (an ED-specified identifying number unique to your application).

• We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m.,

Washington, DC time, the following business day to enable you to transmit your application electronically, or by hand delivery. You also may mail your application by following the mailing instructions as described elsewhere in this notice.

   If you submit an application after 4:30:00 p.m., Washington, DC time, on the deadline date, please contact the person listed elsewhere in this notice under <u>For Further Information Contact in section VII in this notice</u>, and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

<u>Note</u>: Extensions referred to in this section apply only to the unavailability of, or technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the deadline date and time, or if the technical problem you experienced is unrelated to the Grants.gov system.

<u>Exception to Electronic Submission Requirement</u>: You qualify for an exception to the electronic submission requirement, and may

submit your application in paper format, if you are unable to

submit an application through the Grants.gov system because––

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to

the Grants.gov system;

<div align="center"><u>and</u></div>

- No later than two weeks before the application

deadline date (14 calendar days or, if the fourteenth calendar day

before the application deadline date falls on a Federal holiday,

the next business day following the Federal holiday), you mail or

fax a written statement to the Department, explaining which of the

two grounds for an exception prevent you from using the Internet

to submit your application.

If you mail your written statement to the Department, it must be

postmarked no later than two weeks before the application deadline

date. If you fax your written statement to the Department, we

must receive the faxed statement no later than two weeks before

the application deadline date.

Address and mail or fax your statement to: Eileen S. Bland, U.S.

Department of Education, 1990 K Street, NW, suite 7000,

Washington, DC 20006–8510. FAX: (202) 502-7857. Your paper

application must be submitted in accordance with the mail or hand

delivery instructions described in this notice.

    b. <u>Submission of Paper Applications by Mail</u>.

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

By mail through the U.S. Postal Service:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA Number 84.335)
    LBJ Basement Level 1
    400 Maryland Avenue, SW
    Washington, DC 20202-4260

                        or

By mail through a commercial carrier:

    U.S. Department of Education
    Application Control Center
    Attention: (CFDA Number 84.335)
    LBJ Basement Level 1
    400 Maryland Avenue, SW
    Washington, DC 20202

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

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

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

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

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

If you mail your application through the U.S. Postal Service,

we do not accept either of the following as proof of mailing:

(1) A private metered postmark.

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

Service.

If your application is postmarked after the application

deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated

postmark. Before relying on this method, you should check with

your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission

requirement, you (or a courier service) may deliver your paper

application to the Department by hand. You must deliver the

original and two copies of your application, by hand, on or before

the application deadline date, to the Department at the following

address:

```
U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.335)
550 12th Street, SW
Room 7041, Potomac Center Plaza
Washington, DC  20202-4260
```

The Application Control Center accepts hand deliveries daily

between 8:00:00 a.m. and 4:30:00 p.m., Washington, DC time, except

Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and -- if not provided by the Department -- in Item 4 of the Application for Federal Education Assistance (SF 424) the CFDA number including suffix letter, if any, of the competition under which you are submitting your application; and

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

V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from the Statute authorizing the CCAMPIS Program, Section 491N(c) of the Higher Education Act of 1965, as amended (HEA) as follows:

The maximum score for the total of these criteria (A-E) is 100 points. The maximum score for each criterion is indicated in parentheses, and the maximum score for each subcriterion is in the application package for this competition.

A. Need for the Project. (Maximum 35 Points)

The applicant must demonstrate the need for campus-based child services for low-income students at the institution by including the following:

1. Information regarding student demographics;

2. An assessment of child care capacity on or near campus;

3. Information regarding the existence of waiting lists for existing child care;

4. Information regarding additional needs created by concentrations of poverty or by geographic isolation; and

5. Other relevant data.

B. Plan of Operation. (Maximum 25 Points)

The applicant must describe the activities to be assisted, and must specify whether the grant funds will support an existing child care program or a new child care program.

1. All applicants must address the following:

(a) The plan to identify and select students with the greatest need of child care services;

(b) The type of child care services to be provided and the likely impact of the services on the intended recipients of those services;

(c) 1. If the institution has an early childhood education curriculum, the extent to which the child care program will coordinate with that curriculum to meet the needs of the students in the early childhood education program at the institution, and the needs of the parents and children participating in the child care program; or

2. If the institution does not have an

early childhood education curriculum, the extent to which the

project will coordinate with the institution's other programs for

economically disadvantaged students to meet the needs of the

parents and children participating in the child care program; and

      (d) The plan to encourage parental involvement.

    2. Only applicants requesting grant assistance for new child

care programs must:

      (a) Provide a timeline, covering the period from

receipt of the grant through the provision of the child care

services, delineating the specific steps the institution will take

to achieve the goal of providing low-income students with child

care services;

      (b) Specify any measures the institution will

take to assist low-income students with child care during the

period before the institution provides child care services; and

      (c) Include a plan for identifying resources

needed for the child care services, including space in which to

provide childcare services and technical assistance if necessary.

    C. Management of Project. (Maximum 20 Points)

    All applicants must describe the management plan for the

proposed project, and include the following:

1. The resources, including technical expertise and financial

support, the institution will draw upon to support the childcare

program and the participation of low-income students in the

program, such as accessing social services funding, using student activity fees to help pay the costs of child care, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate or other institutional support, and demonstrate that the use of the resources will not result in increases in student tuition;

2.   The qualifications, including relevant training, experience, and time commitment of key project personnel;

3.   The organizational placement of the project; and

4.   Specific plans for financial management, student records management, and personnel management.

D.   Evaluation. (Maximum 15 Points)

All applicants must describe the evaluation plan for the project and must:

1.   Demonstrate that the evaluation plan is:

(a) appropriate to the project; and

(b) includes both quantitative and qualitative evaluation measures; and

2.   Describe the specific and measurable ways by which the plan will evaluate the success of the project on the retention and graduation of students whose children are served by the project.

E.   Budget (Maximum 5 points)

The extent to which the budget is adequate to support the proposed project (costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits).

2. Review and Selection Process: A panel of non-federal readers will review each application in accordance with the selection criteria, pursuant to 34 CFR 75.217 EDGAR. The individual scores of the readers, which include any points awarded for the competitive priority, will be added and the sum divided by the number of readers to determine the reader score received in the review process. If there are insufficient funds for all applications with the same total scores, the Secretary will choose among the tied applications so as to serve geographical areas that have been underserved by the CCAMPIS Program.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

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

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

We reference the regulations outlining the term and conditions of an award in the Applicable Regulations section in 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 an award, you must
submit an annual performance report that provides the most current
performance and financial expenditure information as directed by
the Secretary in 34 CFR 75.118 and the HEOA of 2008, Section
410(e) which amends Title IV, Part A, Subpart 7, Section 419N of
the HEA.

4. Performance Measures: The success of the CCAMPIS Program
will be measured by the postsecondary persistence and degree of
completion rates of CCAMPIS Program participants that remain at
the grantee institution. All CCAMPIS Program grantees will be
required to submit an annual performance report documenting the
persistence and degree attainment of their participants. Since
students may take different lengths of time to complete their
degrees, multiple years of performance report data are needed to
determine the degree completion rates of CCAMPIS Program
participants. The Department will aggregate the data provided in
the annual performance reports from all grantees to determine the
accomplishment level.

VII. Agency Contacts

For Further Information Contact: J. Alexander Hamilton, if
unavailable, contact Eileen S. Bland, U.S. Department of

Education, 1990 K Street, NW, suite 7000, Washington, DC 20006-8510. Telephone: (202) 502-7730 or by e-mail: TRIO@ed.gov

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in section VII of this notice.

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; 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:

<u>/signed/</u>
<u>Assistant Secretary for</u>
<u>Postsecondary Education</u>.

AUTHORIZING LEGISLATION

Part A--Grants to Students

`Subpart 7--Child Care Access Means Parents in School
`SEC. 419N. CHILD CARE ACCESS MEANS PARENTS IN SCHOOL.

`(a) PURPOSE- The purpose of this section is to support the participation of low-income parents in postsecondary education through the provision of campus-based child care services.

`(b) PROGRAM AUTHORIZED-

   `(1) AUTHORITY- The Secretary may award grants to institutions of higher education to assist the institutions in providing campus-based child care services to low-income students.

   `(2) AMOUNT OF GRANTS-

      `(A) IN GENERAL- The amount of a grant awarded to an institution of higher education under this section for a fiscal year shall not exceed 1 percent of the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year.

      `(B) MINIMUM- (i) In general.--Except as provided in clause (ii), a grant under this section shall be awarded in an amount that is not less than $10,000.

      (ii) Increase trigger.--For any fiscal year for which the amount appropriated under the authority of subsection (g) is equal to or greater than $20,000,000, a grant under this section shall be awarded in an amount that is not less than $30,000.

   `(3) DURATION; RENEWAL; AND PAYMENTS-

      `(A) DURATION- The Secretary shall award a grant under this section for a period of 4 years.

      `(B) PAYMENTS- Subject to subsection (e)(2), the Secretary shall make annual grant payments under this section.

   `(4) ELIGIBLE INSTITUTIONS- An institution of higher education shall be eligible to receive a grant under this section for a fiscal year if the total amount of all Federal Pell Grant funds awarded to students enrolled at the institution of higher education for the preceding fiscal year equals or exceeds $350,000, except that for any fiscal year for which the amount appropriated to carry out this section is equal to or greater than $20,000,000, this sentence shall be applied by substituting $250,000 for $350,000.

   `(5) USE OF FUNDS- Grant funds under this section shall be used by an institution of higher education to support or establish a campus-based child care program primarily serving the needs of low-income students enrolled at the institution of higher education. Grant funds under this section may be used to provide before and after school services to the

extent necessary to enable low-income students enrolled at the institution of higher education to pursue postsecondary education.

`(6) CONSTRUCTION- Nothing in this section shall be construed to prohibit an institution of higher education that receives grant funds under this section from serving the child care needs of the community served by the institution.

`(7) DEFINITION OF LOW-INCOME STUDENT-  For the purpose of this section, the term `low-income student' means a student—

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

> (B) who would otherwise be eligible to receive a Federal Pell Grant for the award year for which the determination is made, except that the student fails to meet the requirements of--

>> (i) section 401(c)(1) because the student is enrolled in a graduate or first professional course of study; or

>> (ii) section 484(a)(5) because the student is in the United States for a temporary purpose.

`(8) PUBLICITY- The Secretary shall publicize the availability of grants under this section in appropriate periodicals in addition to publication in the Federal Register, and shall inform appropriate educational organizations of such availability.

`(c) APPLICATIONS- An institution of higher education desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. Each application shall--
`(1) demonstrate that the institution is an eligible institution described in subsection (b)(4);
`(2) specify the amount of funds requested;
`(3) demonstrate the need of low-income students at the institution for campus-based child care services by including in the application--
`(A) information regarding student demographics;
`(B) an assessment of child care capacity on or near campus;
`(C) information regarding the existence of waiting lists for existing child care;
`(D) information regarding additional needs created by concentrations of poverty or by geographic isolation; and
`(E) other relevant data;
`(4) contain a description of the activities to be assisted, including whether the grant funds will support an existing child care program or a new child care program;

`(5) identify the resources, including technical expertise and financial support, the institution will draw upon to support the child care program and the participation of low-income students in the program, such as accessing social services funding, using student activity fees to help pay the costs of child care, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate or other institutional support, and demonstrate that the use of the resources will not result in increases in student tuition;

`(6) contain an assurance that the institution will meet the child care needs of low-income students through the provision of services, or through a contract for the provision of services;

`(7) describe the extent to which the child care program will coordinate with the institution's early childhood education curriculum, to the extent the curriculum is available, to meet the needs of the students in the early childhood education program at the institution, and the needs of the parents and children participating in the child care program assisted under this section;

`(8) in the case of an institution seeking assistance for a new child care program--

> `(A) provide a timeline, covering the period from receipt of the grant through the provision of the child care services, delineating the specific steps the institution will take to achieve the goal of providing low-income students with child care services;
> `(B) specify any measures the institution will take to assist low-income students with child care during the period before the institution provides child care services; and
> `(C) include a plan for identifying resources needed for the child care services, including space in which to provide child care services, and technical assistance if necessary;

`(9) contain an assurance that any child care facility assisted under this section will meet the applicable State or local government licensing, certification, approval, or registration requirements; and

`(10) contain a plan for any child care facility assisted under this section to become accredited within 3 years of the date the institution first receives assistance under this section.

`(d) PRIORITY- The Secretary shall give priority in awarding grants under this section to institutions of higher education that submit applications describing programs that--

> `(1) leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted under this section; and
> `(2) utilize a sliding fee scale for child care services provided under this section in order to support a high number of low-income parents pursuing postsecondary education at the institution.

`(e) REPORTING REQUIREMENTS; CONTINUING ELIGIBILITY-

> `(1) REPORTING REQUIREMENTS-
>> `(A) REPORTS- Each institution of higher education receiving a grant under this section shall report to the Secretary annually.
>> `(B) CONTENTS- The report shall include--

`(i) data on the population served under this section;

`(ii) information on campus and community resources and funding used to help low-income students access child care services;

`(iii) information on progress made toward accreditation of any child care facility; and

`(iv) information on the impact of the grant on the quality, availability, and affordability of campus-based child care services.

`(2) CONTINUING ELIGIBILITY- The Secretary shall make continuation awards under this section to an institution of higher education only if the Secretary determines, on the basis of the reports submitted under paragraph (1), that the institution is making a good faith effort to ensure that low-income students at the institution have access to affordable, quality child care services.

`(f) CONSTRUCTION- No funds provided under this section shall be used for construction, except for minor renovation or repair to meet applicable State or local health or safety requirements.

`(g) AUTHORIZATION OF APPROPRIATIONS- There are authorized to be appropriated to carry out this section such sums as may be necessary for fiscal year 2009 and each of the 4 succeeding fiscal years.'.

Executive Order 12372 (Intergovernmental Review of Federal Programs)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants/spoc.pdf

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. ***Do not send applications to the above address.***

Instructions for Completing the Application

The CCAMPIS application consists of the following four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

Part I: 424 Forms:
• Application for Federal Assistance (SF 424)
• Department of Education Supplemental Information form for SF 424

Note: Applicants must complete the SF 424 form first because the information you provide here is automatically inserted into other sections of the Grants.gov application package.

Part II: U. S. Department of Education Budget Summary Forms:

• ED 524 (Section A and Section B)

The "**U. S. Department of Education Budget Information for Non-Construction Programs"** (found in the Grants.gov system package) is where applicants provide budget information for Section A – Budget Summary U.S. Department of Education Funds and Section B – Budget Summary Non-Federal Funds Applicants should include costs for all project years. Note: Section C – Budget Narrative should be included in the "Program Narrative Attachment Form," located in Part III.

Part III: Other Forms
• ED Abstract Form
• Project Narrative Attachment Form
• Other Attachments Form

The "**ED Abstract Form**" (found in the Grants.gov system) is where applicants will attach their one-page project abstract that will provide an overview of the proposed project.

The "**Project Narrative Attachment Form**" (found in the Grants.gov system) includes the narrative responses to the selection criteria that will be used to evaluate applications submitted for this competition. Please include a Table of Contents as the first page of the project narrative. You must limit the project narrative to no more than 45 pages. The Project Narrative should be consecutively numbered.

The "**Budget Narrative**" is part of the selection criteria and should be included in the "**Project Narrative Attachment Form**." Your budget narrative will count towards the 45 page limit.

The "**Other Attachments Form**" (found in Grants.gov) is where applicants will attach the CCAMPIS Program Profile Form.

Part IV: Assurances, Certifications, and Survey Forms

- GEPA Section 427 requirement
- Assurances for Non-Construction Programs (SF 424B)
- Grants.gov Lobbying Form (formerly ED Form 80.0013)
- Disclosure of Lobbying Activities (SF-LLL)
- Survey on Ensuring Equal Opportunity for Applicants

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above. All attachments must be in .doc, .rtf, or .pdf format. Other types of files will not be accepted.

Program Narrative Instructions

The program narrative shall be attached to the "Project Narrative Attachment Form" located in the Grants.gov system.

Prior to preparing the Program Narrative, applicants should review the program statute, the Federal Register Notice, the Dear Applicant Letter, and Competition Highlights for specific guidance and requirements.

The Secretary evaluates an application according to the broad criteria in EDGAR 34 CFR 75.210. The Program Narrative should provide in detail the information that addresses each selection criterion. The maximum possible score for each category of selection criterion is indicated in parenthesis. For ease of reading by the reviewers, applicants should follow the sequence of the criteria as provided below. Applications should be written in a concise and clear manner. You must limit the section of the narrative that addresses the selection criteria to no more than 45 pages.

Applicants MUST address each of the following CCAMPIS selection criteria:

1.	Need for the Project	(35 points)
2.	Plan of Operation	(25 points)
3.	Management of Project	(20 points)
4.	Evaluation	(15 points)
5.	Budget	(5 points)

Total Maximum Score for Selection Criteria   **100 points**

The following guidance may assist you in addressing the questions that will be used to evaluate your responses to the selection criteria:

1. ***Need for the project.*** (35 Points) In determining the need for the proposed project, the Secretary considers:
   a. Information regarding student demographics; *(10 points)*
   b. An assessment of child care capacity on or near campus; (*10 points*)
   c. Information regarding the existence of waiting lists for existing child care; *(5 points)*
   d. Information regarding additional needs created by concentrations of poverty or by geographic isolation; *(6 points)*
   e. Other relevant data. *(4 points)*

2. ***Plan of Operation.*** (*25 Points*) In determining the quality of the design of the proposed project, the Secretary considers:

   Applicants must describe the activities to be assisted, and must specify whether the grant funds will support an *existing* child care program or a new child care program.

1. <u>All applicants</u> must address the following:

(a)   The plan to identify and select students with the greatest need of child care services; (7 *points*)

(b) The type of child care services to be provided and the likely impact of the services on the intended recipients of those services; (6 *points*)

(c) (1) If the institution has an early childhood education curriculum, the extent to which the child care program will coordinate with that curriculum to meet the needs of the students in the early childhood education program at the institution, and the needs of the parents and children participating in the child care program; (4 *points*)

OR

Note: Only projects for <u>new</u> childcare programs are required to address subcriterion 2, below.

(2) If the institution does not have an early childhood education curriculum, the extent to which the project will coordinate with the institution's other programs for economically disadvantaged students to meet the needs of the parents and children participating in the child care program. (4 *points*);

AND

(b) The plan to encourage parental involvement. *(4 points)*

2. <u>ONLY applicants requesting grant assistance for new childcare programs must:</u>

(a) Provide a timeline, covering the period from receipt of the grant through   the provision of the childcare services, delineating the specific steps the institution will take to achieve the goal of providing low-income students with childcare services; *(4 points)*

(b) Specify any measures the institution will take to assist low-income students with childcare during the period before the institution provides childcare services; *(4 points)*

AND

(c) Include a plan for identifying resources needed for the childcare services, including space in which to provide childcare services and technical assistance if necessary. (<u>4</u> *points*)

3. **Management of Project.** (*20 Points*)

<u>All applicants</u> must describe the management plan for the proposed project, and include the following:

> 1. The resources, including technical expertise and financial support, the institution will draw upon to support the child care project and the participation of low-income students in the project, such as accessing social services funding, using student activity fees to help pay the costs of child care, using resources obtained by meeting the needs of parents who are not low-income students, and accessing foundation, corporate or other institutional support; and must demonstrate that the use of the resources will not result in increases in student tuition; *(5 points)*
>
> 2. The qualifications, including relevant training, experience, and time commitment of key project personnel; *(5 points)*
>
> 3. The organizational placement of the project; *(5 points)*
>
> AND
>
> 4. Specific plans for financial management, student records management, and personnel management. *(5 points)*

4. **Evaluation.** (15 Points)

All applicants must describe the evaluation plan for the project and must:

> 1. Demonstrate that the evaluation plan is:
>
> (a) appropriate to the project; *(3 points)*
>
> AND
>
> (b) includes both quantitative and qualitative evaluation measures; (4 *points)*
>
> AND
>
> 2. Describe the specific and measurable ways by which the plan will evaluate the success of the project on the retention and graduation of students whose children are served by the project. *(8 points)*

5. **Budget** (5 points)

The extent to which the budget is adequate to support the proposed project (costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits). *(5 points)*

Competitive Preference Priority

In accordance with 34 CFR 75.105(b)(2)(iv), the priority is from section 419N(d)(1)(2) of the HEOA. An applicant can receive up to 10 points, depending on the extent to which the application meets this priority:

Priority is given to institutions of higher education that submit applications describing child care programs that:

1. Leverage significant local or institutional resources, including in-kind contributions, to support the activities;

   AND

2. Utilize a sliding fee scale for child care services provided under this section in order to support a high number of low-income parents pursuing postsecondary education at the institution.

Note: You must address the competitive priority in the Part III Program Narrative section of the application, following the discussion of the selection criteria.

Need: When addressing this criterion, applicants should provide detailed information that not only identifies a need for their proposed project but they should also provide data that supports their claim for a need for the proposed project. Supporting documentation may consist of recent statistics from State, local and Federal sources; mission statement; comparison data from similar institutions, etc.

Plan of Operation.
When addressing this criterion, applicants should clearly and succinctly identify the goals, objectives, and outcomes to be achieved. A mere listing of the goals, objectives, and outcomes is not sufficient. The identified goals, objectives and outcomes should not only address the identified need for the project but should also be measurable and support the purpose of the CCAMPIS program. In addition, applicants should clearly spell out the project activities and services it is proposing and the intended recipients or beneficiaries of each service or activity. A mere listing of the services and beneficiaries is not enough. Provide details as to the types of activities and services to be provided and the extent to which the activities and services reflect up-to-date knowledge from research and effective practice. In other words, will the proposed activities and services meet the need of the project?

Management of the Project.
Describe the plan of management. Who will be responsible for which tasks? What are the expected timelines and proposed budgets for each activity or service? What are the expected milestones for accomplishing the proposed activities or services? Have you included procedures that will ensure feedback and the opportunity for continuous improvement in the operation of the proposed project? Be sure that the management plans are clearly and concisely defined.

Key Personnel**:** The minimum qualifications must be identified for all project personnel positions. The minimum educational qualifications should include the type of degree required and the acceptable field(s) of study. The type and minimum amount of work-related experience should also be described for each position.

Resources**:** This section should provide information that shows that the proposed budget will provide adequate resources necessary to successfully carry out the proposed project. Applicants should demonstrate here how the proposed costs would enable them to carry out the project and that the proposed costs are reasonable in relation to the objectives, design and significance of the proposed project.

Evaluation: A strong evaluation plan should be included and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The evaluation plan should include process and outcome performance measures and benchmarks to monitor progress toward meeting specific project objectives and goals. Specifically, the plan should identify the individual or organization that has agreed to serve as evaluator for the project and describe the qualifications of the evaluator. The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be

analyzed; (6) when reports and outcomes will be available; and (7) how the applicant will use the information collected through evaluation to monitor progress of the funded project. Applicants are encouraged to devote an appropriate level of resources to project evaluation and should explain the measures and strategies that will be used to ensure that the evaluation is appropriately rigorous and independent.

Budget: In response to this criterion, applicants must provide a detailed, itemized budget and a detailed budget narrative for each 12-month budget period. The budget narrative is to be included in the *Program Narrative* to be attached to the Project Narrative Attachment Form in the application package downloaded from Grants.gov.

Instructions for Standard Forms:

- **APPLICATION FACE SHEET - (SF 424)**

- **DEPARTMENT OF EDUCATION SUPPLEMENTAL FORM (424)**

- **DEPARTMENT OF EDUCATION BUDGET SUMMARY FORM (ED 524)**

- **DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL)**

- **SURVEY INSTRUCTIONS**

Other Information and Guidance:

- **SUPPLEMENTAL INFORMATION AND INSTRUCTIONS**

Public reporting burden for this collection of information is estimated to average 60 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 (0348-0043), 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.

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

Item	Entry:	Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Pre-application • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.	10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application**: (Required) Select one type of application in accordance with agency instructions.** • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.	16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5thth district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as
	c. Organizational DUNS: (Required) Enter the organization's		

	DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.			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.
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.			
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	**Type of Applicant: (Required)** **Select up to three applicant type(s) in accordance with agency instructions.**		21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		

INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

a. Project Director . Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. 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 Department of Education Supplemental Information for SF 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**.**

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

3a . 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 Department of Education Supplemental Information For SF 424."

3a . 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 Department of Education Supplemental Information For SF 424

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

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.

DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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 sub-grant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I . Definitions and Exemptions

A . Definitions.

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

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." *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 that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (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 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided.

If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A . Exempt Research Narrative.
If you marked "Yes" for item 3 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 3 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, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: http://www.ed.gov/about/offices/list/OCFO/humansub.html

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

Instructions for ED 524

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

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

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

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

Line 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.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR

76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

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

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions, if attached.

1 . Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B . For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

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

3 . If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business

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

When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at:
http://www.ed.gov/fund/grant/apply/appforms/appforms.html.
You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

4. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement

Budget Summary Form (ED 524) and Budget Narrative Instructions:

NOTE: Applicants must submit (1) a budget summary form to categorize requested funds (ED 524); **AND** (2) a budget narrative, as part of the program narrative, to be attached to the "Project Narrative Attachment Form" in the Application Package downloaded from Grants.gov;

For this competition, applicants may receive funding for four (4) years. The Department is requesting that you complete the Budget Summary Form (ED Form 524) for the first year of funding only and provide **a comprehensive budget narrative**, as part of the program narrative, to be attached to the "Project Narrative Attachment Form" in the Application Package downloaded from Grants.gov.

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

This disclosure form shall be completed by the reporting entity, whether sub-awardee 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 follow-up 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 sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards 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.

SUPPLEMENTAL INFORMATION AND INSTRUCTIONS

CCAMPIS Program Profile: All applicants must complete the information requested on this page. Using the profile, the applicant will provide information on Assurances and Eligibility. **Do not modify, amend or delete any of this document.**

Applicants must copy and paste this page into a separate document, or recreate the page exactly as it appears. Then, complete the page, save it to your computer and attach it to the "Other Attachments Form," in the Application Package downloaded from Grants.gov system, as either a .doc, .rtf or .pdf document. Do not modify or amend the contents of the form in any way.

Page Limits: The program narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We have established a mandatory page- limit for the CCAMPIS Program at a maximum of 45 pages.

The page limit does not apply to Part I, the Application for Federal Assistance face sheet (SF 424); the Supplemental Information Form required by the Department of Education; Part II, the Budget Information Summary Form (ED Form 524); and Part IV, the Assurances and Certifications. The page limit also does not apply to a table of contents or the program abstract. If you include any attachments or appendices other than those specifically requested, these items will be counted as part of the project narrative (Part III) for purposes of the page limit requirement. You must include your complete response to the selection criteria in the project narrative.

Formatting Requirements: A ''page'' is 8.5″ x 11″, on one side only, with 1 inch margins at the top, bottom, and both sides. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Use font size 12.

Child Care Access Means Parents In School
Program Profile

INSTRUCTIONS: *ALL applicants must complete and submit this profile. You may copy or recreate this form, but do not amend or modify the required information or format. Please complete all sections of this form. Upon completion, attach this document as a .doc, .rtf or .pdf into Part III of the "Other Attachments Form" in the Grants.gov system.*

1. **Name of Institution/Campus Requesting:** (Use your Institution's complete name. If your Institution is a branch campus, use the parent institution's name but follow it with the name of the branch campus. For example, you would cite the State University of New York, Brockport Campus.)

Institution/Campus OPE ID#:   **DUNS#:**

2. **Applicant Address**: (All applicants must indicate the address where the project will be located)

Project Address:

City: State: Zip:

3. Applicants currently funded under the Child Care Access Means Parents in School Program (CCAMPIS) must provide their current award number. This can be found in Block #5 of the Grant Award Notification.

   New Applicants should leave this item blank.

 PR/Award Number (Current Grantees Only): P335A _____

4. Applicant's total amount of all Federal Pell Grant funds disbursed for the preceding (FY07/08) fiscal year awarded (**Pell amount must be specific to the applicant institution and not an aggregate College/University District or System amount.**
                               _$_____

5. Please indicate if your child care program(s) is accredited
_____Yes   _____No

6. Have you ever received funding under CCAMPIS?
                                        ___Yes   ___No

7. Types of child care services provided (please make all appropriate)?
        Early Childhood/Infant to Per-K_____
        Before and After School____
        Other_____

8. Will fees be charged on a sliding scale?
                              _____Yes _____No

9. Is the Institution's (Institution owned or contract) existing child care program accredited?
     ____Yes ____No

If yes: By what accrediting agency (list all)? _____
_____

9. **Priorities**: The Department has established a competitive priority for the FY 2009 grant competition only. These priorities are in accordance with *Higher Education Act of 1965* (*HEOA*), as amended, Title IV, Part A, Subpart 7, Sec. 419N; 20 *U.S.C.* 1070e.
Competitive Preference Priorities: ☐ By checking this box, the applicant indicates that it addressed the requirements of the FY 2009 Competitive Priorities as announced in the Federal Register Notice.

10. **Certifying Representative**: Name: Title: Contact Number: Fax Number:	11. ☐ By checking this box, the applicant and President of the Institution certify that the IHE will comply with the statutory requirements, program standards, and program assurance cited in the CCAMPIS program legislation.

Application Checklist

<u>Use This Checklist While Preparing Your Application Package</u>: All items listed on this checklist are required.

 Application for Federal Assistance (SF 424) – Completed in the Application Package found in Grants.gov

Department of Education Supplemental Information for SF 424 – Completed in the Application Package found in Grants.gov

Department of Education Budget Information Non-Construction Programs Form (ED 524) – Completed in the Application Package found in Grants.gov

One-Page Program Abstract – Attached to the "ED Abstract Form" in the Application Package found in Grants.gov

Program Narrative – Attached to the "Project Narrative Attachment Form" in the Application Package found in Grants.gov

Child Care Access Means Parents in School Profile Sheet – Attached to the "Other Attachments Form" in Grants.gov

Assurances and Certifications – Completed in the Application Package found in Grants.gov

Assurances for Non-Construction Programs (SF-424B)

Grants.gov Lobbying Form (formerly Certification Regarding Lobbying ED 80-0013)

Disclosure of Lobbying Activities (SF-LLL)

Survey on Ensuring Equal Opportunity for Applicants

ED GEPA 427 Form

General Education Provisions Act (GEPA) Section 427

Section 427 requires each applicant 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 section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color disability,* or *age.*

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

*Notes:

- Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.

- All applicants <u>must</u> include information in their applications to address this provision in order to receive funding under this program.

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 2007-2012. 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 U.S. The Department's goals, as listed in the plan, are:

Goal 1: Improve student achievement, with a focus on bringing all students to grade level in reading and mathematics by 2014.
Goal 2: Increase the academic achievement of all high school students.
Goal 3: Ensure the accessibility, affordability and accountability of higher education, and better prepare students and adults for employment and future learning.

The performance indicator for the Child Care Access Means Parents in School Program is part of the Department's plan for Goal 3: Ensure the accessibility, affordability and accountability of higher education, and better prepare students and adults for employment and future learning. Among the Department's objectives for Goal 3 is "to increase success in and completion of quality postsecondary education.

How does the Department of Education determine whether performance goals have been met?

An applicant that receives a grant award will be required to submit annual progress reports for each year of the grant award period as a condition of the award. The reports will document the extent to which project goals and objectives are met.