

**APPLICATION REVIEW CRITERIA AND REGULATIONS FOR  
VR SERVICE PROJECTS FOR AMERICAN INDIANS WITH  
DISABILITIES  
(Section 121--CFDA 84.250)**

**The Peer Reviewers are asked to rate and award scores to the way an application describes each of the following criteria. Based on the quality of the responses, an application may receive up to 100 points from each Reviewer. (Those applications eligible for the competitive preference priority may receive up to 110 points per reviewer.)**

**(a) NEED FOR PROJECT--5 POINTS.** The Secretary considers the need for the proposed project, based on the following factors:

1. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
2. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

**(b) SIGNIFICANCE--10 POINTS.** The Secretary considers the significance of the proposed project, based on the following factors:

1. The potential contribution of the proposed project to increased knowledge or understanding of rehabilitation problems, issues, or effective strategies.
2. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

**(c) QUALITY OF THE PROJECT DESIGN--15 POINTS.** The Secretary considers the quality of the design of the proposed project, based on the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
3. The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources.
4. The extent to which the proposed project encourages consumer involvement.

5. The quality of the methodology to be employed in the proposed project.

**(d) QUALITY OF PROJECT SERVICES--25 POINTS.** The Secretary considers the quality of the services to be provided by the proposed project. The application should include information on the following factors:

1. The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
2. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
3. The likely impact of the services to be provided by the proposed project on the intended recipients of those services.
4. The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

**(e) QUALITY OF PROJECT PERSONNEL--15 POINTS.** The Secretary considers the quality of the personnel who will carry out the proposed project. All of the following factors are considered:

1. The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
2. The qualifications, including relevant training and experience, of key project personnel.

**(f) ADEQUACY OF RESOURCES--10 POINTS.** The Secretary considers the adequacy of resources for the proposed project, including the following factors:

1. The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
2. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
3. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

**(g) QUALITY OF THE MANAGEMENT PLAN--15 POINTS.** The Secretary considers the quality of the management plan for the proposed project, including the following factors:

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

2. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

**(h) QUALITY OF THE PROJECT EVALUATION--5 POINTS.** The Secretary considers the quality of the evaluation to be conducted of the proposed project. The Secretary looks for information that shows:

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

2. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

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

(Approved by the Office of Management and Budget under control number 1875-0102)

(Authority: 20 U.S.C. 1221e-3 and 3474)

## EXPLANATION OF REVIEW CRITERIA

Listed below are the review criteria (a) through (h) that will be used by peer reviewers to rate and award scores to proposals for the American Indian Vocational Rehabilitation Services Grants. Each review criteria is accompanied by an explanation of terms and other information to assist the applicant in developing the various sections of the proposal. Proposals should address all of the factors listed under each criteria.

**IMPORTANT:** Traditionally, recipients of American Indian Vocational Rehabilitation Services Grants have provided services to American Indians with disabilities who reside on reservations. The 1998 Amendments to section 121 of the Rehabilitation Act allow tribal vocational rehabilitation programs to expand services to American Indians with disabilities living near the reservation, if they choose to do so. Applicants should state whether they are planning to provide services to individuals living on the reservation, or to individuals living on or near the reservation. Applicants who choose to provide service to individuals living on or near the reservation should describe the geographic area to be served by the grant.

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**(a) NEED FOR PROJECT -- 5 POINTS.** The Secretary considers the need for the proposed project, based on the following factors:

1. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project.
2. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps and weaknesses.

**EXPLANATION:** Descriptions of need should focus on the purpose for which these projects are funded -- to provide vocational rehabilitation services that will enable American Indians with disabilities to achieve employment outcomes. Barriers to the provision of vocational rehabilitation services and achievement of employment outcomes can also be described. In describing gaps in services, applicants may provide information that shows the extent to which VR services are provided by State VR agencies to American Indians with disabilities in the geographic area to be served by the project. In addition to reservations, the geographic area to be served can include areas near the reservation, as described by the applicant.

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**(b) SIGNIFICANCE--10 POINTS.** The Secretary considers the significance of the proposed project, based on the following factors:

1. The potential contribution of the proposed project to increased knowledge or understanding of rehabilitation problems, issues, or effective strategies.
2. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

**EXPLANATION:** Describe the extent to which the proposed project will expand or improve the practice of vocational rehabilitation for American Indians with disabilities. Describe how proposed services and strategies, including services traditionally used by Indian tribes, will improve employment outcomes for American Indians with disabilities to be served by the project.

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**(c) QUALITY OF THE PROJECT DESIGN--15 POINTS.** The Secretary considers the quality of the design of the proposed project, based on the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
3. The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources.
4. The extent to which the proposed project encourages consumer involvement.
5. The quality of the methodology to be employed in the proposed project.

**EXPLANATION:** Describe the overall plan for the project and how the goals, objectives, outcomes, project design and methodology are directed toward the provision of vocational rehabilitation services for the achievement of employment outcomes. The overall project design should be compatible with the assurance statements made in response to the special application requirements at 34 CFR 371.21(a)-(j). Proposals should identify the measurable results expected to be achieved during each year of the project. In order to meet the needs of the target population, proposals need to describe collaborative arrangements with State vocational rehabilitation agencies (as required at 371.21(g)) and linkages with other appropriate community, State, and Federal resources. Commitments of other organizations should be clearly documented, preferably in writing, and submitted with the application. Methods of encouraging consumer involvement include providing opportunities for input from American Indians with disabilities residing on or near the reservation (as required at 371.21(f)), establishment of an advisory committee as described at 34 CFR 369.45, or other approaches.

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**(d) QUALITY OF PROJECT SERVICES--25 POINTS.** The Secretary considers the quality of the services to be provided by the proposed project. The application should include information on the following factors:

1. The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
2. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
3. The likely impact of the services to be provided by the proposed project on the intended recipients of those services.

4. The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

**EXPLANATION:** Proposals should describe how the program will, to the extent feasible, provide rehabilitation services that are comparable to those provided by State VR agencies, including providing a broad variety of vocational rehabilitation services as described in section 103 of the Act. (See also Special Requirement 371.21(a)) Proposals may also describe other aspects of service provision, including providing services traditionally used by Indian tribes and providing traditional VR services in a culturally appropriate manner. Proposals should demonstrate that persons with disabilities will be able to access services as required by the Americans with Disabilities Act. Descriptions of the appropriateness and impact of services must relate to the purpose of the program, which is the achievement of employment outcomes by American Indians with disabilities. Proposals may also describe other impacts of services to be provided by the project. Proposals should include a description of how collaboration and linkages described under “Quality of project design” contribute to the effectiveness of project services.

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**(e) QUALITY OF PROJECT PERSONNEL--15 POINTS.** The Secretary considers the quality of the personnel who will carry out the proposed project. All of the following factors are considered:

1. The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
2. The qualifications, including relevant training and experience, of key project personnel.

**EXPLANATION:** As stated at 34 CFR 371.43(b), preference in employment must be given to American Indians, with a special priority being given to American Indians with disabilities. Provide a resume for the project director and other key project personnel, such as vocational rehabilitation counselors. For each of the key personnel not identified at the time of application, provide a job description or the qualifications sought for the position. In addition to describing the qualifications of key personnel, the applicant can also propose use of training and other staff development activities to enhance these qualifications. Program regulations at 34 CFR 371.41(a) (1) allow for expenditures for staff development. Applicants may describe staff development efforts that are funded by the grant or that are provided through collaborative arrangements with any other appropriate resource, including, but not limited to, the State vocational rehabilitation agency and the Regional Rehabilitation Continuing Education Programs.

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**(f) ADEQUACY OF RESOURCES--10 POINTS.** The Secretary considers the adequacy of resources for the proposed project, including the following factors:

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

2. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
3. The extent to which the costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits.

**EXPLANATION:** Describe the facilities that will be used for the project. When describing the adequacy of support for facilities, equipment, etc. the proposal needs to consider how the applicant will meet the requirements for confidentiality of information at 34 CFR 369.46 and the extent to which facilities and other resources are fully accessible by individuals with disabilities. Identify specific contributions to the project by the applicant and by collaborating organizations, including in-kind contributions, cost sharing, donations, etc. When describing the relationship of costs to objectives, design, significance, and outcomes, the proposal can provide information about any special factors that influence the cost.

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**(g) QUALITY OF THE MANAGEMENT PLAN--15 POINTS.** The Secretary considers the quality of the management plan for the proposed project, including the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
2. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

**EXPLANATION:** The proposal should describe process by which the goals and objectives will be met, such as the roles and responsibilities of project staff, and when and how these will be achieved. Major tasks and activities should be broken down into action steps to be completed by specific dates. Applicants can use a timetable, GANT chart, or Pert Chart to graphically present the sequence and relationship of project activities to be included in the proposal.

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**(h) QUALITY OF THE PROJECT EVALUATION--5 POINTS.** The Secretary considers the quality of the evaluation to be conducted of the proposed project. The Secretary looks for information that shows:

1. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
2. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
3. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

**EXPLANATION:** Describe how appropriate and reliable data will be obtained and evaluated. Proposals can consider use of external evaluation methods. The evaluation plan should include a description of how evaluation activities will be phased in with other project tasks to ensure that periodic assessment provides performance feedback to project staff in time to influence the conduct of the project. Evaluation methods can include methods of gathering consumer input.





## SECTION C

### **SPECIAL APPLICATION REQUIREMENTS FOR VOCATIONAL REHABILITATION SERVICE PROJECTS FOR AMERICAN INDIANS WITH DISABILITIES**

**Applicants for the Vocational Rehabilitation Service Projects for American Indians with Disabilities must provide assurances that they will meet the special application requirements stated at 34 CFR 371.21(a)-(j). Each application will be reviewed by the Department of Education to determine whether the applicant has provided the required assurances. Applications that do not include these assurances will be returned and will not be submitted for the peer review process.**

#### **INSTRUCTIONS**

**Listed below are the special application requirements at 34 CFR 371.21(a)-(j), explanatory notes, and instructions for the content of the required assurance statements. Provide the assurance statements in a separate section of the application entitled "Special Application Requirements."**

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**371.21(a): Effort will be made to provide a broad scope of vocational rehabilitation services in a manner and at a level of quality at least comparable to those services provided by the designated State unit under 34 CFR part 361.**

**NOTE:** "Vocational rehabilitation services" are defined in section 103 of the Rehabilitation Act Amendments of 1998. (A copy of section 103 is enclosed.) Applicants should plan to provide those vocational rehabilitation services needed by the individuals identified in the proposal as part of the evidence of need for the project. Applicants are not required to provide every service listed. While efforts should be made to provide services that are comparable to those provided by the state vocational rehabilitation agency, services provided by tribal programs are not required to be identical to those provided by a state vocational rehabilitation agency.

**ASSURANCE STATEMENT:** A description of each of the vocational rehabilitation services planned by the applicant.

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**371.21(b): Decisions affecting eligibility for and the nature and scope of vocational rehabilitation services to be provided, and the provision of these services, will be made by the tribal vocational rehabilitation program through its vocational rehabilitation unit and will not be delegated to another agency or individual.**

**NOTE:** Decisions about the eligibility of American Indians with disabilities and the services that eligible individuals receive can be made only by the staff of the tribal

vocational rehabilitation program. Staff of other tribal agencies and the project's advisory committee, if it has one, are not authorized to make these decisions.

**ASSURANCE STATEMENT:** An assurance statement that decisions about eligibility, the nature and scope of services, and the provision of services will be made only by the tribal vocational rehabilitation unit and not by any other entity.

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**371.21(c) and (d): An order of selection of individuals with disabilities to be served under the program will be specified if services cannot be provided to all eligible American Indians with disabilities who apply. Priority in the delivery of vocational rehabilitation services will be given to those American Indians with disabilities who are the most severely disabled.**

**ASSURANCE STATEMENT:** Depending on the applicant's situation, the application must include one of the following:

1. An assurance statement that the applicant expects to have enough resources to be able to serve all eligible American Indians with disabilities who are expected to apply.

OR

2. A description of the order of selection, prioritized on the basis of severity of disability, and giving the highest priority to those who are most severely disabled.

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**371.21(e): All vocational rehabilitation services will be provided according to an individualized plan of employment which has been developed jointly by the representative of the service providing organization and each American Indian with disabilities being served.**

**NOTE:** "Service providing organization" means the tribal vocational rehabilitation program. An individualized plan for employment is a written agreement between the tribal vocational rehabilitation program unit and the eligible American Indian with a disability. The individualized plan for employment specifies the individual's employment goal, the vocational rehabilitation services that will be provided to address the individual's disability and to achieve a vocational outcome, and how those services will be provided, including the entity providing the services and timelines for the provision of services.

In addition, applicants for grants may choose to incorporate other requirements of section 102(b) of the Act that apply to State vocational rehabilitation agencies in the development of an individualized plan for employment. (A copy of section 102(b) is included in the application kit.)

**ASSURANCE STATEMENT:** An assurance statement that individualized plans for employment will be jointly developed for all eligible American Indians with disabilities.

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**371.21(f): American Indians with disabilities living on Federal or State reservations where service programs are being carried out under this part will have an opportunity to participate in matters of general policy development and implementation affecting vocational rehabilitation service delivery on the reservation.**

**NOTE:** In addition to providing services on the reservation, the Rehabilitation Act Amendments of 1998 allow applicants to determine whether they will also provide vocational rehabilitation services to American Indians with disabilities living near the reservation. Applicants who decide to provide services to American Indians with disabilities living near the reservation will describe the geographic area in which the services will be provided. Opportunities for participation of American Indians with disabilities living on or near the reservation can be provided by establishment of an advisory committee as described at 34 CFR 369.45, or other approaches.

**ASSURANCE STATEMENT:** An assurance statement that the applicant will provide an opportunity for American Indians with disabilities living on or near the reservation, as described by the applicant, to participate in matters related to the development and implementation of general policies affecting the provision of vocational rehabilitation services under this grant.

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**371.21(g): Cooperative working arrangements will be developed with the designated State unit, or designated State units, as appropriate, which are providing vocational rehabilitation services to other individuals with disabilities who reside in the State or States being served.**

**NOTE:** The 1998 Amendments to the Rehabilitation Act strengthened the requirement for collaboration between tribal and State vocational rehabilitation programs. Section 101(a)(11)(F) of the Act requires State vocational rehabilitation agencies to enter into formal cooperative agreements with each recipient of an American Indian vocational rehabilitation service project in the State. The agreement must describe strategies for collaboration and coordination in providing vocational rehabilitation services to American Indians who are individuals with disabilities, including --

- strategies for interagency referral and information sharing that will assist in eligibility determinations and the development of individualized plans for employment;
- procedures for ensuring that American Indians who are individuals with disabilities and are living near a reservation or tribal service area are provided vocational rehabilitation services; and
- provisions for sharing resources in cooperative studies and assessments, joint training activities, and other collaborative activities designed to improve the provision of services to American Indians who are individuals with disabilities.



**ASSURANCE STATEMENT:** An assurance statement that the applicant has established or will establish a formal cooperative agreement, or agreements if appropriate, that include the required strategies for collaboration and coordination of service provision.

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**371.21(h): Any comparable services and benefits available to American Indians with disabilities under any other program which might meet in whole or in part the cost of any vocational rehabilitation service will be fully considered in the provision of vocational rehabilitation services in accordance with 34 CFR part 361.**

**NOTE:** As defined in 34 CFR 361, "comparable services and benefits" means services and benefits that are: 1) provided or paid for, in whole or in part, by other Federal, State, or local public agencies, by health insurance, or by employee benefits; 2) available to the individual at the time needed to achieve the goals of the individualized plan for employment; and 3) commensurate to the services the individual would otherwise receive from the vocational rehabilitation program.

**ASSURANCE STATEMENT:** An assurance statement that the applicant will assist individuals with disabilities to fully consider the appropriate use of all comparable services and benefits available through other sources.

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**371.21(I): Any American Indian with disabilities who is an applicant or recipient of services, and who is dissatisfied with a determination made by a counselor or coordinator under this program and files a request for a review, will be afforded a review under procedures developed by the grantee comparable to those under the provisions of section 102(c)(5)(A)-(I) of the Act.**

**NOTE:** Applicants for grants must develop due process procedures by which an American Indian with a disability is provided an opportunity to have his/her grievance reviewed at levels above that at which the original decision was made. Applicants may model their due process procedures on those described in section 102(c)(5)(A)-(I) of the Act. Applicants may use tribal courts, impartial hearing officers from the list developed by the State vocational rehabilitation agency, or other methods. (A copy of section 102(c)(5)(A)-(I) is enclosed.)

**ASSURANCE STATEMENT:** An assurance that due process procedures have been developed or will be developed, with an early time line for that development.

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**371.21(j): Minimum standards will be established for community rehabilitation programs and providers of services which will be comparable to the standards set by the designated State unit and designated State units in the State or States in which the program is to be provided.**

**NOTE:** "Community rehabilitation programs" are defined at 34 CFR 369.4. Applicants may choose to adopt State agency standards or they may modify State agency standards.

At a minimum, community rehabilitation programs and other service providers should be accessible to individuals with disabilities. Other standards to consider include the qualifications of the personnel providing the requested service, the extent to which an individual's special communication needs can be met, and the existence of procedures to prevent fraud, waste and abuse.

**ASSURANCE STATEMENT:** A description of how the applicant will assure use of qualified service providers.

For more information, please contact:

Alfreda Reeves	RSA, Wash. DC	202-245-7485
Dr. Thomas E. Finch	RSA, Wash. DC	202-245-7343

## ELIGIBLE APPLICANT FOR SUBMITTING A PROPOSAL FOR A SECTION 121 GRANT

American Indian tribes may submit applications for American Indian Vocational Rehabilitation (VR) Services Projects funded under section 121 of the Rehabilitation Act of 1973, as amended, using one of the following options.

1) An Indian tribe may submit a 121 proposal to provide VR services only to American Indians with disabilities living on its own reservation.

2) An Indian tribe may submit a 121 proposal to provide VR services to American Indians with disabilities living on its own reservation and to American Indians with disabilities living on the reservations of other Indian tribes, under an inter-tribal arrangement as referenced in 34 CFR 371.42(b). **Such a proposal must include a written authorization from the governing bodies of the other Indian tribes that allows VR services to be provided by the Indian tribe receiving the 121 grant.** An example of a suitable written authorization is provided in Sample #1.

3) A consortium of Indian tribes may submit a 121 proposal. As defined in 34 CFR 371.4, a consortium means “two or more eligible governing bodies of Indian tribes that make application as a single applicant under an agreement whereby each governing body is legally responsible for carrying out all of the activities in the application.” **Such a proposal must include written authorizations from the governing bodies of all the tribes who are members of the consortium, acknowledging this legal responsibility.** An example of a suitable written authorization is provided in Sample #2.

### SAMPLE #1 Inter-tribal Arrangement

Section 34 CFR 371.42(b) provides that a section 121 grantee may enter into an inter-tribal arrangement with governing bodies of other Indian tribes for carrying out a project that serves more than one tribe. An American Indian Tribe may submit a proposal for a section 121 project to provide services to American Indians with disabilities living on its reservation and on the reservations of other Indian tribes, so long as the governing bodies of the other Indian tribes provide written authorization allowing for the provision of such services. The written Dear **(official name of the governing body of the Indian Tribe submitting the application)**:

(Whatever opening statements the writer deems appropriate.)

Pursuant to 34 CFR § 371.42(b), the *(official name of the governing body of the Indian Tribe supporting the application)* agrees to enter into an arrangement whereby the

**(Indian Tribe submitting the application)** will carry out a vocational rehabilitation (VR) project authorized under section 121 of the Rehabilitation Act of 1973. This arrangement authorizes the **(Indian Tribe submitting the application)** to submit an application for a grant pursuant to 34 CFR § 371.42(b) to fund a VR project that will include the provision of VR services to American Indians with disabilities residing on the reservation of the *(Indian tribe supporting the application)*.

(Whatever justification of the need for the project the writer deems appropriate.)

(Whatever closing statements the writer deems appropriate.)

Sincerely,

(Name of official authorized to sign  
this letter)

(Name of Indian Tribe)

SAMPLE #2  
Consortium

A consortium of Indian tribes may submit a proposal for a section 121 project. As defined under 34 CFR 371.4, a consortium means “two or more eligible governing bodies of Indian tribes that make application as a single applicant under an agreement whereby each governing body is legally responsible for carrying out all of the activities in the application.” A single application from a consortium of Indian Tribes must include the following statement (or something similar that has the same legal effect) from each of the tribes that is included in the consortium.

The **(the official name of each governing body of the Indian Tribe that is included in the consortium)** submits this application as a member of the consortium that is submitting an application for a grant under section 121 of the Rehabilitation Act of 1973 (the Act) to carry out an American Indian vocational rehabilitation (VR) project. The VR project will be carried out by the *(the official name of the governing body of the Indian Tribe or Tribes that will be actually carrying out the project)*. However, the **(Tribe included in the consortium)** understands and agrees that, in the event that the *(Tribe or Tribes carrying out the project)* or any other Indian Tribe that is a member of this consortium is unable to carry out this project, the **(Tribe included in the consortium)** alone will be held legally responsible to ensure that the VR project to be funded under section 121 of the Act is carried out. The VR project to be carried out under this grant will provide services to American Indians with disabilities who reside on the reservation of each of the Indian Tribes included in this consortium.



This statement from each of the Indian Tribes included in the consortium must be signed by a Tribal official authorized to sign such a statement and submit an application for funds under section 121 of the Act.

## GENERAL INFORMATION ON COMPLETING AN APPLICATION

1. The purpose and goal of the project is to provide vocational rehabilitation services to enable consumers to prepare for and obtain gainful employment.
2. Applicants **MUST** address the Special Requirements--applications will be returned if they are not addressed! In your application, include these assurances in a separate section titled "Special Requirements".
3. The 121 projects MUST deliver a wide variety of vocational rehabilitation services to meet the needs of consumers with disabilities.
4. Make it easy for the reviewers to appropriately rate your application. The application narrative (Part III of this application form) should be organized to follow the exact sequence of the components in the selection criteria used to evaluate applications.

Please number ALL pages--including the Appendices.

Remember to cross-reference the narrative sections of your application ,if you are including further information in the appendix.

Include a Table of Contents.

Include a one-page single-spaced abstract.

Do not bound applications.

Try to keep the narrative to 35 pages, double-spaced.

5. Definitions/Information for preparing the Budget:

Equipment-Tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with YOUR institutional policy, lower limits may be established.

Supplies-Direct materials and supplies that are consumable, expendable or of a relatively low unit cost.

Personnel-All project staff who are paid for by the grant or whose time is used to meet the match requirement.

Match-The match is computed on the TOTAL cost of the project (both Federal and applicant contributions). The easiest way to compute the correct local match is to divide the requested Federal funds by 9. Example: \$100,000 requested Federal funds per year/9 = \$11,111 required match per year.

Other-This is the place for all direct costs that are not clearly covered by the other direct cost categories. It is a catch-all category that could include a wide variety of costs that do not seem to "fit" elsewhere in the budget. For instance, postage and copying; as well as all Client services including training and stipends, etc. listed in this category.

Staff training costs ARE allowable expenses.

6. There is a maximum award amount specified for the competition included in the Federal Register Notice.
7. Include a multi-year budget breakdown.
8. KEY PERSONNEL are defined as the Project Director, Principle Investigator and/or the Project Coordinator. Please provide a resume or a job description for all key personnel and other staff members.
9. If you are eligible for the 10 bonus points as a continuation of a previously funded 121 project, provide the name of the Tribe or Consortia and the dates of the project period.

#### NOTIFICATION OF FUNDING

The time to complete the evaluation of applications is variable. Once applications have been received staff must appropriately evaluate the applications, identify and contact potential reviewers, convene peer review panels, and summarize and review the recommendations of the review panels. The recommendation package then enters a departmental review. You may receive notification within 3 months of the application closing date, depending on the number of applications received.

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

Applicants should clearly indicate in Item 3 on the application (ED Form 424) the CFDA number of the program priority (e.g., 84.250B) representing the competition in which the application should be considered. If this information is not provided, your application may inadvertently be assigned and reviewed under a different competition from the one you intended.

#### DELIVERING/SENDING APPLICATIONS

Applications can be hand delivered, submitted electronically ([www.Grants.gov](http://www.Grants.gov)), or mailed but in either case must go to the Application Control Center at the address listed in the Application Transmittal Instructions. Delivering or sending the application to the competition manager in the program office may prevent it from being logged in on time to the appropriate competition and may result in the application not being reviewed.

