U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Washington, DC 20006-8544

Fiscal Year 2010

APPLICATION FOR GRANTS UNDER THE

FIPSE COMPETITION:

OFF-CAMPUS COMMUNITY SERVICE PROGRAM

(CFDA NUMBER: 84.116H)

Form Approved: OMB No. 1894-0006
Expiration Date: 9/30/2011

CLOSING DATE:

[Month Day], 2010
4:30:00 p.m. (Washington, D.C. Time)

Dear Applicant:

Thank you for your interest in the FIPSE Off-Campus Community Service Program. This program will support innovative projects that enable Institutions of Higher Education (IHEs) to recruit and compensate students for college work-study in off-campus community service job settings.   Information about this program is accessible on the FIPSE Web site at:

http://www2.ed.gov/about/offices/list/ope/fipse/index.html

Please be advised that because very limited funds are available for this one-year competition, the application process will be extremely competitive. We estimate that under this competition we will be able to fund eleven (11) new awards in FY 2010. For information concerning competitive program preference priorities, please refer to the *Federal Register* notice inviting applications for new awards for FY 2010.

The Notice Inviting Applications for New Awards published in the *Federal Register* is the official document describing the requirements for submitting a grant application. Please let us know if you have questions or require additional information. Please carefully review these application guidelines and the *Federal Register* notice. If you would like to discuss your proposal, please call or e-mail a one-paragraph summary of your idea for discussion with a FIPSE program officer. A brief conversation with a program officer about your proposal idea may save you considerable time and effort (202-502-7500).

The Department requires submission of grant applications through e-Grants, an Internet-based electronic system, unless you have grounds for a waiver. A detailed description of the system is included in this application package. We urge you to acquaint yourself with the e-Grants system early. The application process can be complicated and time consuming if you have not used it before. Make sure you allow yourself ample time to submit the electronic application by the deadline of [date here] at 4:30:00 PM Washington, DC time. We suggest that you submit your application several days before the deadline date. E-Grants is accessible through its portal page at:

http://e-grants.ed.gov

The Department appreciates your interest in this competition and looks forward to receiving your application.

Sincerely,

/signed/

Ralph Hines
Acting Director
Fund for the Improvement of Postsecondary Education

e-APPLICATION SUBMISSION PROCEDURES

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
e-Application Submission Procedures and Tips for Applicants
http://e-grants.ed.gov

To facilitate your use of e-Application, this document includes important application preparation and 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. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application.

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices: http://www.ed.gov/news/fedregister/announce/index.html. Additional information on the Department's of Education's grant programs can be found at http://www.ed.gov/about/offices/list/ocfo/grants/grants.html.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page http://e-grants.ed.gov/, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button.

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

Step 3 - **Add Application Package to your Start Page**. From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

Step 4 - **Begin the Application**. Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

Step 5 - **Fill out Forms**. Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

Step 6 - **Upload File(s) for Narrative Responses**. Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

Step 7 - **Verify Information/Print Application**. Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon 🖨 next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via email once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the email, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

Step 8 - **Submit your Application**. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

Step 9 - **Fax the signed SF 424 Cover Page (or Program Specific Cover Page)**. Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at http://e-grants.ed.gov.

Other Submission Tips

1) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application.**   The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m. on the deadline date, the e-Application system will not accept it.

2) If electronic submission is <u>optional</u> 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 <u>required</u>, 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 <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. (See the *Federal Register* notice for detailed instructions.)

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

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file types detailed in the *Federal Register* application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to a lower version of Word before uploading. Do not save it as a Word .DOCX. Also, do not upload any password protected files to your application.

2. 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 included in the file names) could result in difficulties opening and processing a submitted application.

3. 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. Please note that each file attachment in e-Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications; specific requirements and waiver instructions can be found in the Federal Register notice.

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

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

Applications Submitted Electronically (This is required for all applications—unless the applicant secures an official exception—see Closing Date Notice Section IV Item 7.)

You must submit your grant application through the Internet using the software provided on the e-Applications Web site (http://e-grants.ed.gov) by 4:30:00 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via Department's e-Application system, you will receive an automatic acknowledgement when we receive your application.

For more information on using e-Applications, please refer to the "Notice Inviting Applications" that was published in the Federal Register or visit http//e-grants.ed.gov.

Applications Delivered by Mail (Electronic submission is required for all applications—unless the applicant secures an official exception)

> This is allowed—only when you have secured an official exception from the electronic submission requirements [see Closing Date Notice Section IV Item 7. for more details].

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 84.116H)
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 84.116H)
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, D.C. 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 (84.116H), 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.

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the "Dear Applicant" letter and the Closing Date Notice (CDN) Inviting Applications for New Awards for Fiscal Year 2010.

1. **Estimated Funding and Project Period**
   - Estimated Available Funds for FY 2010: $742,500
   - Estimated Range of Awards: $ $64,000 - $74,000
   - Estimated Average Size of Awards: $67,000
   - Estimated Number of New Awards: 11
   - Project Period for New Awards: Up to 12 months

   The U.S. Department of Education is not bound by these estimates.

2. **Applicant Funding**
   The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Award Information" section of the Closing Date Notice.

3. **Narrative**
   NOTE: It is strongly recommended that the Narrative be uploaded as a Word for Windows file. Do not upload a .DOCX file; instead convert an original .DOCX file to a .doc file before uploading. Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application. In addition, uploading a .doc file is preferable to a .pdf file because the latter file format may make it difficult to verify that required font sizes and margins have been followed, resulting in the rejection of your narrative and application.

4. **Appendices to Applications**
   Appendices are limited to the following:
   - Project evaluation chart
   - Narrative summaries of the qualifications of key personnel (maximum one page each). Please identify the Project Director, include his/her resume and assign a percentage or allocation of his/her time to the project (e.g., Mr. X, Financial Aid Officer –10% time for one year).
   - Letters of commitment from off-campus community service work-study sites
   - References cited in the proposal narrative (if applicable)

   NOTE: **All appendices must be combined into a <u>single file</u> before uploading** – a Word for Windows file (.DOC only; no .DOCX files) or a PDF file (if original files are in different formats). Upload the appendix file to "Other Attachments" in the e-Grants application package. Attempts to upload more than one appendix file will simply replace a previously uploaded file with a subsequent one.

5. **Evaluation of Applicants for Awards**
   Three non-federal reviewers will evaluate each application using the selection criteria included in this application package. Please note: any communications from FIPSE staff prior to the announcement of awards are meant solely for the purpose of clarifying applications and do not represent an indication of the likelihood of funding.

6.   Selection Criteria
  The selection criteria for this program are from EDGAR 34 CFR part 75 section 75.210. They are listed in this application package under "Guide to Proposal Development."

7.   Notice to Successful Applicants
  The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new Off-Campus Community Service Program grants. Successful applicants will receive award notices by mail shortly after Congress has been notified. No funding information will be released before Congress is notified.

8.   Notice to Unsuccessful Applicants
  Unsuccessful applicants will be notified in writing.

9.   Annual Performance Report Requirements
  If you receive a FY 2010 new grant award, you will be required during the funding cycle to submit annual and final performance reports using the FIPSE Grant Database. This online system collects narratives and data about funded projects to help program officers determine if a grantee is making substantial progress toward meeting approved project objectives. The database is accessible at: http://www.fipse.aed.org. The Annual Performance Report used for this program can be found at http://www.ed.gov/programs/fipsecomp/performance.html.

10.   Contact Information
  For Off-Campus Community Service Program-related questions and assistance, please contact:

  Coordinator: Claire D. Cornell
  Address: Fund for the Improvement of Postsecondary Education
                        U.S. Department of Education
                        1990 K Street, N.W., Room 6151
                        Washington, D.C. 20006-8544
  Telephone: (202) 502-7609
  Fax: (202) 502-7877
  E-mail Address: claire.cornell@ed.gov

  For e-Grants-related questions and assistance, please contact:

  Support Desk: e-Application Support Desk
  Telephone: (888) 336-8930
  Hours: Monday – Friday, 8:00 A.M. – 6:00 P.M. Eastern Time

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DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Off-Campus Community Service Program

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.116H.

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

I. Funding Opportunity Description

Purpose of Program: The purpose of this program is to provide grants to institutions of higher education (IHEs) participating in the Federal Work-Study Program under title IV, part C of the Higher Education Act of 1965, as amended (HEA) to recruit and compensate students (including compensation for time spent in training and for travel) for part-time, off-campus employment directly related to community service. Under section 447(b) of the HEA, funds granted to an IHE under this program may only be

used to make payments to students participating in work-study programs.

Priorities: In accordance with 34 CFR 75.105(b)(2)(iv), these priorities are from section 447(b)(3) of the HEA.

Competitive Preference Priorities: For FY 2010, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(ii), we award up to an additional five points to an application depending on how well it meets Competitive Preference Priority 1 and an additional five points to an application depending on how well it meets Competitive Preference Priority 2.

These priorities are:

Competitive Preference Priority 1: The Secretary—gives priority to applications that propose projects that support postsecondary students assisting with early childhood education activities.

Competitive Preference Priority 2: The Secretary gives priority to applications that propose projects that support students assisting with activities in preparation for emergencies and natural disasters.

Program Authority: Section 447 of the HEA; 42 U.S.C. 2756a.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $742,500.

Estimated Range of Awards: $64,000 - $74,000.

Estimated Average Size of Awards: $67,000.

Estimated Number of Awards: 11.

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

Project Period: Up to 12 months.

III. Eligibility Information

    1. Eligible Applicants: IHEs that participate in the Federal Work Study Program.

    2. Cost Sharing or Matching: This program does not require cost sharing or matching.

IV. Application and Submission Information

    1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address: http://e-grants.ed.gov/fund/grant/apply/grantapps/index.html. To obtain a copy from ED Pubs, write, fax, or call the following: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827.

FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD), call toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.EDPUBS.gov/ or at its e-mail address: edpubs@inet.ed.gov.

If you request an application from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.116H.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under <u>Accessible Format</u> in section VIII of this notice.

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 competition.

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to the equivalent of no more than 10 pages, using the following standards:

• A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.

- Double space (no more than three lines per vertical inch) all text in the application narrative, <u>except</u> titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs .

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

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

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; the table of contents; the one page abstract, the resumes, the bibliography or citation list, letters of partners' or other collaborators' commitment,   or letters from institutional administrators that document the applicant's existing work study program.

We will reject your application if you exceed the page limit.

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

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this program competition must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site. 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. 7. Other Submission Requirements of 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 of 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.

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs

under Executive Order 12372 is in the application package for this program competition.

5. <u>Funding Restrictions</u>: We reference regulations outlining funding restrictions in the <u>Applicable Regulations</u> section of this notice. Funds awarded under this program must be used in accordance with section 443(b)(2)(A) and 447(b)(2) and (3) of the HEA (20 U.S.C. 2753(b)(2)(A), 2756a(b)(2) and (3)).

6. <u>Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry</u>: To do business with the Department of Education, (1) you must have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN); (2) you must register both of those numbers with the Central Contractor Registry (CCR), the Government's primary registrant database; and (3) you must provide those same numbers on your application.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

7. <u>Other Submission Requirements</u>: Applications for grants under this competition 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 Off-Campus Community Service Program--CFDA number 84.116H--must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: http://e-grants.ed.gov.

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 Exception to Electronic Submission Requirement.

While completing your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

• You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. E-Application will not accept an application for this program competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the application process.

• The hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the e-Grants Web site.

• 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 you typically provide 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.

• Prior to submitting your electronic application, you may wish to print a copy of it for your records.

• After you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

• Within three working days after submitting your electronic application, fax a signed copy of the SF 424 to the Application Control Center after following these steps:

(1) Print SF 424 from e-Application.

(2) The applicant's Authorizing Representative must sign this form.

(3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

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

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

(1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

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

(b) E-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of
unavailability before granting you an extension. To request this
extension or to confirm our acknowledgment of any system
unavailability, you may contact either (1) the person listed
elsewhere in this notice under For Further Information Contact
(see VII. Agency Contact) or (2) the e-Grants help desk at 1-
888-336-8930. If e-Application is unavailable due to technical
problems with the system and, therefore, the application deadline
is extended, an e-mail will be sent to all registered users who
have initiated an e-Application. Extensions referred to in this
section apply only to the unavailability of e-Application.
Exception to Electronic Submission Requirement: 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 e-Application because––

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to
e-Application;

- 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 prevents 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: Claire D.

Cornell, U.S. Department of Education, 1990 K Street, NW., room

6151, Washington, DC 20006-8544. FAX: (202) 502-7877.

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

following address:

```
U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.116H)
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.

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 84.116H
                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 grant 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

program are from 34 CFR 75.210. Additional information regarding

these criteria is in the application package for this program

competition.

2. Review and Selection Process: Additional factors we consider in selecting an application for an award are as follows. In making grant awards for this program, the Department will consider information concerning the applicant's performance and use of funds under a previous award under any Department program and will consider any information concerning the applicant's failure under any Department program to submit a performance report or its submission of a performance report of unacceptable quality. 34 CFR 75.217(d)(3).

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 and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in

the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

    3. <u>Reporting</u>: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to:

    4. <u>Performance Measures</u>:

    The Department will assess the performance of this program by measuring the extent to which funded projects have successfully placed students in early childhood education jobs and emergency preparedness jobs.

    If funded, you will be asked to collect and report data on this measure in your project's annual performance report, in accordance with 34 CFR 75.590.

VII. Agency Contact

<u>For Further Information Contact</u>: Claire D. Cornell, Off- Campus Community Service Program, U.S. Department of Education, 1990 K Street, NW., room 6151, Washington, DC 20006-8544. Telephone: (202) 502-7609 or by e-mail: claire.cornell@ed.gov.

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

VIII. Other Information

<u>Accessible Format</u>: Individuals with disabilities can obtain this document and a copy of the application package in an accessible

format (e.g., braille, large print, audiotape, or computer

diskette) on request to the program contact person listed under

For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can 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.

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.

Delegation of Authority: The Secretary of Education has

delegated authority to Daniel T. Madzelan, Director, Forecasting

and Policy Analysis for the Office of Postsecondary Education, to

perform the functions and duties of the Assistant Secretary for

Postsecondary Education.

Dated:

_____
Daniel T. Madzelan,
Director,
Forecasting and Policy Analysis.

AUTHORIZING LEGISLATION

Title IV, Section 447(b) of the Higher Education Act of 1965, as amended

Off-Campus Community Service.--

(1) Grants authorized.--In addition to funds made available under section 443(b)(2)(A), the Secretary is authorized to award grants to institutions participating under this part to supplement off-campus community service employment.

(2) Use of funds.--An institution shall ensure that funds granted to such institution under this subsection are used in accordance with section 443(b)(2)(A) to recruit and compensate students (including compensation for time spent in training and for travel directly related to such community service).

(3) Priority.--In awarding grants under this subsection, the Secretary shall give priority to applications that support postsecondary students assisting with early childhood education activities and activities in preparation for emergencies and natural disasters.

(4) Authorization of appropriations.--There are authorized to be appropriated to carry out this subsection such sums as may be necessary for fiscal year 2009 and each of the five succeeding fiscal years.

GENERAL EDUCATION PROVISIONS ACT (GEPA)
SECTION 427

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: *gender, race, national origin, color, disability, or age.*

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.

<u>NOTES</u>:

- **Applicants for new awards must include information in their applications to address this provision in order to receive funding under this program.**

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

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 state clearly 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 United States. The following Department goal (from the plan—http://www.2.ed.gov/about/reports/strat/plan2007-12/2007-plan.pdf) that relates to this program is:

Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for reemployment and future learning. . . . . . .25.

What are the performance indicators for this competition?

The performance indicators that will measure the success of these projects are:

The Department will assess the performance of this program by measuring the extent to which funded projects have successfully placed students in early childhood education jobs and emergency preparedness jobs.

If funded, you will be asked to collect and report data on this measure in your

project's annual performance report.34 CFR 75.590.

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 and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met.

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

These instructions must be used in preparing an application. Remember to upload all forms and sections and follow carefully the e-Application instructions.

APPLICANT IDENTIFICATION FORMS

Application for Federal Assistance – Standard Form (SF) 424

Applicants must complete the SF 424 form first. Some of the information provided in the SF 424 is automatically inserted into other sections of the e-Grants application package.   For Item 12, enter this Funding Opportunity Number: ED-GRANTS-_____

Do not attach any narratives, supporting files, or application components to the SF 424.

Department of Education Supplemental Information Form for SF 424

BUDGET FORMS

Department of Education Budget Summary Form (ED 524) Sections A, B, and C

NOTE: Section C – Budget Narrative is the detailed budget breakdown included in the Budget Narrative Attachment Form (see below). The detailed budget corresponds by line item to the Budget Summary in SF 524 A and B.

OTHER FORMS

You must upload these forms:

Assurances – Non-Construction Programs (SF 424B)
Disclosure of Lobbying Activities (SF-LLL)
Certification Regarding Lobbying (ED 80-0013)
GEPA Section 427

ATTACHMENTS

ED Abstract Form
Project Narrative Attachment Form
Budget Narrative Attachment Form (detailed line item budget)
Other Attachments Form

The Department of Education Abstract Form: Attach your one-page project abstract here. The abstract identifies the problem being addressed, presents a concise description of proposed project objectives and activities, and indicates intended outcomes. It should also indicate what makes the project innovative and a potential model for replication by others. NOTE: Do NOT upload a .DOCX file; instead upload a .doc file.

The Project Narrative Attachment Form includes the narrative section addressing the program selection criteria that will be used to evaluate applications submitted for this competition. The narrative must describe the innovative aspects of your project and your project's potential for replication. This attachment has a strict page limit of 10 double-spaced pages.

NOTE: We strongly recommend that this file be submitted in Word for Windows as a .doc file (not .DOCX file). Although PDF is allowable, we cannot always verify that PDF files adhere to stated restrictions on type font, type size, and margins.

The Budget Narrative Attachment Form: Attach a detailed line item budget and any supplemental budget information. The budget should demonstrate and justify that all costs are reasonable and necessary to accomplish the proposed project activities. Under the auspices of this program, applicants may only request funds that will be used to recruit and compensate students (including compensation for time spent in training and for travel related to such community service).

The Other Narrative Attachments Form is a location where you upload a single file that contains the following:

- Narrative summaries of the qualifications of key personnel (maximum one page each). Please identify the Project Director, include his/her resume and assign a percentage (%) or allocation of his/her time to the project.
- Project timeline chart—all program grants will begin on January 1, 2011. If applicants address either or both of the competitive priorities, they may include in this chart, the timeline for expenditures for student employees' background checks. The cost for these background checks will be allowable and authorized as pre-award costs. Please indicate in your timeline, when you will undertake student recruitment, background checks (if appropriate), training, placements, and students work assignment times.
- Letters of commitment from authorized signatories at proposed off-campus community service work sites.
- Student employee evaluation form. (See instructions under Selection Criterion 4.)
- References cited in the proposal narrative, if you choose to use endnotes (optional).
- Other pertinent information.

NOTE: Remember to attach appendices as a single .doc (no .DOCX) or .pdf file. If you attempt to upload more than one file, each uploaded file will delete and replace the previously uploaded one.

WARNING: Applicants should not upload Word 2007.DOCX files when attaching the Narrative to their application. **All attachments must be in .doc, .rtf, or .pdf format. Other types of files will not be accepted.   If you do not follow these instructions, we will not review your application.** Finally, when attaching files, applicants should limit the length of file names. Long file names can cause difficulties with the opening and processing of your application. File names should not exceed 50 characters.

PROGRAM OVERVIEW AND
INSTRUCTIONS FOR THE PROJECT NARRATIVE

PURPOSE

The purpose of this program is to provide grants to institutions of higher education (IHEs) participating in the Federal Work-Study Program under title IV, part C of the Higher Education Act of 1965, as amended (HEA) to recruit and compensate students (including compensation for time spent in training and for travel) for part-time, off-campus employment directly related to community service. Under section 447(b) of HEA, funds granted to an IHE under this program may only be used to make payments to students participating in work-study programs.

ELIGIBILITY

To participate in the Off-Campus Community Service Work-Study Program, applicants must meet the definition of Sections 101 or 102 of the HEA. This is not limited to non-profit IHEs; it also includes for-profit trade schools under Section 102. As part of the application, the applicant must provide its OPE ID number which it uses for Title IV purposes. In order to demonstrate that you are eligible, place the OPE ID number on the Abstract and on the first page of the Proposal Narrative.

AWARDS

The Department estimates that 11 new awards will be made in FY 2010 under this competition. The Department expects to award grants with an estimated total award ranging from $64,000 to 74,000 and an estimated average award of $67,000 over a one-year period.

These figures are estimates only and do not bind the Department of Education to a specific number of grants, or to the amount of any grant, unless that amount is otherwise specified by statute or regulations.

COST SHARING

While there is no mandated matching requirement, FIPSE does expect grantees and their collaborating worksite partners to contribute resources to the proposed project. Because this program only provides funding for student employment, training and travel to and from work-sites, applicants should indicate that they will provide the necessary infrastructure, internal controls, monitoring and evaluation efforts with their institutional and worksite partner(s)' resources.

APPLICATION PROCESS AND DEADLINES

This competition will employ a single-stage application and review process in FY 2010. Applicants are required to submit a proposal narrative consisting of 10 numbered pages, doubled-spaced, *plus* a one-page abstract, budget, budget narrative, and appendices through the Department's e-Grants system by 4:30:00 p.m., Washington, D.C. time on the closing date. Eligible applicants may submit more than one application if each is for a different project. The review process is more fully described in the section of this document entitled "Guide to Proposal Development."

APPLICATION NOTICE

The official Application Notice is published in the *Federal Register*. The information in this application package is intended to aid in preparing proposals for this competition. Nothing in this application package supersedes the information published in the *Federal Register*.

CONTACT INFORMATION

This is for information only. **Do not use this address to submit applications.**

Claire D. Cornell
U.S. Department of Education (FIPSE)
1990 K Street, N.W., 6th floor
Washington, DC 20006-8544
Tel: 202-502-7609
Fax: 202-502-7877
E-mail: claire.cornell@ed.gov

WEB SITE

For information about FIPSE's past and current projects, successfully evaluated projects from previous years, application information, evaluation resources, and more, visit FIPSE's Web site at: http://www.ed.gov/fipse.

INSTRUCTIONS FOR PROJECT NARRATIVE

Applicants will attach the project narrative to the **Project Narrative Attachment Form**.

Please note that the sum total number of pages allowed for your Program Narrative may not exceed **10 pages**. The page limit does not apply to the Application for Federal Assistance form (SF-424); the Abstract, the Table of Contents, the budget section, including the narrative budget justification; the assurances and certifications. Nor does it apply to the appendices' PDF. However the page limit does apply to all of the application narrative section.

Formatting

> 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 all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use one of the following fonts: Times New Roman, Courier, Courier New or Arial, <u>only</u>. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

> Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the <u>Federal Register</u> notice (Notice), and program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the <u>Notice</u> and this package.

> **ALIGNING YOUR PROPOSAL TO THE REVIEW SELECTION CRITERIA**

SELECTION CRITERIA

The Secretary evaluates an application on the basis of the broad criteria in § 34 CFR Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR). The Department will evaluate proposals using weighted selection criteria published in EDGAR § 34 CFR part 75 sections 75.210 (c)(2) (xiv), 210(f)(i-ii), 210(e)(2)(i-iii), 210(h)(iii, vi) are used to evaluate applications. The maximum score that any proposal may receive is 100 points.

In addition, applicants that address the Competitive Preference Priorities may secure up to 5 additional points for addressing Competitive Preference Priority 1 and up to 5 additional points for addressing Competitive Preference Priority 2. Applicants that

address both Competitive Preference Priorities may secure up to 10 additional points—this makes the maximum score after consideration of Competitive Preference Priorities 110 points.

To facilitate the review of the application, provide responses to the following four (4) EDGAR selection criteria in the following order:

1.   Project Design   (60 Points)
2.   Project Resources   (25 Points)
3.   Quality of Key Personnel   (10 Points)
4.   Project Evaluation   (5 Points)

In the following sections, the Department references the EDGAR citations that govern each selection criterion; the Department provides specific evaluation measures that reflect the OCCS program provisions; and the Department indicates the maximum point values that accrue to each section and subsection. Applicants' responses to each criterion will require documentation that the applicant may place in the Appendix. Applications that omit documentation risk losing points.

> What constitutes **documentation**? For this program, documentation includes letters and memoranda of understanding that substantiate the arrangements that the applicant has made for off-campus community service work-study student placements.
>
> This documentation should include: letters of agreement that attest to project arrangements; sample student evaluation forms that prospective employers will complete after students have concluded their work-study assignments in off-campus community service sites; background check arrangements that the applicant has already in place—or will have in place for the proposed project; and key personnel resumes.

1. Project Design 60 Points

EDGAR indicates that the project design score will be determined by examining "The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements."

The Project Design section will require simple and direct responses—and short narrative explanations. Applicants should provide a clear, succinct narrative delineated in sections that map to the selection criteria and that adhere to the elements in the Authorizing Legislation.

Project Design Section 1. As illustrated below, list the off-campus community service sites at which you propose to place students. For each proposed placement site, please provide the following:

Placement #1:

1. Provide the name of off-campus community service work-study placement site organization/agency;
2. Provide the address, telephone number and e-mail address for the key contact at this location
3. Indicate the organization/agency's function
4. Indicate the number of current employees,
5. Provide the name and title of director;
6. Briefly indicate the partner worksite director's qualifications and attach resume in the appendix
7. Indicate the number of students that you propose to place at this worksite.

As you complete your response to this section, please provide the same information for each placement site -- Placement #2, Placement #3, etc.

Project Design Section 2. Student recruitment

In a brief narrative (if possible, no more than one paragraph), please discuss your institution's plans for recruiting participating students.

Project Design Section 3. Assigning recruited students to suitable off-campus, community service sites.

In a brief narrative, please discuss your institution's plans for assigning students to off-campus, community service work-study sites. Discuss community service organizations/agencies' interview processes and final student worker selection and assignment procedures.

Project Design Section 4. Background checks.

If your partner community service organizations/agencies require that students undergo background checks, describe your institution's mechanisms/procedures for ensuring that your students undergo background checks. Are you contracting with a public agency? If your student or your institution must pay background check fees, this grant will cover that cost. Your project will officially begin on January 1, 2011.

However, if you must pay for participating students' background checks and undertake those background checks in the months before the start date, you may secure permission to use grant funds to cover "pre-award." Upon notification of funding, you must request permission to charge "pre-award costs" to your grant. Your program officer will approve the "pre-award costs" at the time of your grant award.

Project Design Section 5. Training students for Off-Campus Community Service.

If your institution will provide or secure training for the project-supported students, respond to this section. Then please provide a brief description (list courses, tutorials, instructional materials, etc.) of any training that a student will undertake. You may charge student training expenses to the grant.

If you will not provide training indicate that by stating N/A.

Project Design Section 6. <u>Monitoring</u> Off-Campus, Community Service Work-Study Student Participants.

In this section, briefly discuss your plans to monitor participating students' progress, job performance and job satisfaction.

2. Project Resources (25 Points)

The applicant should provide substantive evidence that indicates that the project resources are adequate for project success and that they meet the standards and stipulations established in EDGAR 34 CFR § 75.210(f)(i-ii).

Please provide a short description of your institution's student financial aid and work-study infrastructure. Include a listing of the offices that serve students who apply for work-study assignments. Reference the resumes that you append to the proposal and list the names and titles of the critical financial aid and work study personnel in the Key Personnel section--

3. Qualification of Key Personnel (10 Points)

The applicant should provide substantive evidence that indicates that the project's key personnel will ensure project success and that they meet the standards and stipulations established in EDGAR 34 CFR § 75. 210(e)(2)(i-iii).

The qualifications of:

The Project Director—provide his/her name and title and assign a percentage (%) or finite portion of his/her time to the project.

Applicants should <u>reference</u> the project director's qualifications and provide the project director's qualifications, relevant training and experience in a short (1-page) resume that appears in the Appendix.

Other Key Personnel, Consultants or Contractors—provide names and titles.

Applicants should reference the other key personnel—and partner organizations' directors and provide resumes for other employees and contractors who will implement the project. Applicants may attach short (1-page) resumes. If the project has not yet identified key personnel or contractors, applicants may attach job

descriptions for proposed hires and statements of work for consultants and contractors.

The Applicant's Hiring Practices

The applicant should provide evidence of 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. In order to address this evaluation criterion, the applicant should provide a summary or a copy of its hiring policies. No point value— nonetheless, this is a required portion of the grant application.

4. Quality of Project Evaluation (5 Points)

The applicant should provide evidence that indicates that the project evaluation plan demonstrates that the project will have been effective and that the project evaluation will provide performance feedback. Applicants must demonstrate how they will meet the standards and stipulations established in EDGAR 34 CFR § 75. 210(h)(iii, vi).

> For this program, the Department asks that grantees demonstrate that students have completed their work-study assignments. Please provide no more than a one paragraph narrative and attach your sample evaluation form(s) as your evaluation plan. You may decide that you need distinct evaluation forms for different types of sites—but, you may choose to use the same form for each work site.

> Grantees must secure performance/completion evaluations on all participating students. In order to assure the readers that you are prepared to do this, in this section--please <u>include a sample evaluation document</u> that your institution and your partner-community service employers will complete. Attach the sample evaluation in the appendix. Reviewers will score your Evaluation section after reading your sample form.

> Briefly describe the form in this section –and <u>attach it as an appendix</u>. Please ask all partner organizations to include in their letters of commitment (which you will append to this grant application) their <u>willingness to complete an evaluation form on all students in their respective sites</u>. In their letters, ask your partners to agree to a timeline/deadline for submitting the completed evaluation form to your project director (e.g., within 30 days of the student's last work day).

In addition, in making grant awards for this program, the Department will consider information concerning the applicant's performance and use of funds from a prior grant in this program or in any other Department program and will consider the applicant's failure to submit an acceptable performance report for a grant in this or any other Department program. 34 CFR 75.217(d)(3).

FY 2010 COMPETITIVE PREFERENCE PRIORITIES

For FY 2010 and any subsequent year in which we make awards based on the list of unfunded applicants from this competition, these priorities are competitive preference priorities.

Under 34 CFR 75.105(c)(2)(ii), we award up to an additional five points to an application depending on how well it meets Competitive Preference Priority 1 or an additional five points to an application depending on how well it meets Competitive Preference Priority 2. Depending on how well the applicant meets the priorities, applicants that address both Competitive Preference Priority 1 and 2, may secure up to an additional ten (10) points.

Program Authority: 42 U.S.C. 2756a.

These priorities are:

> Competitive Preference Priority 1: The Secretary gives priority to applications that support postsecondary students assisting with early childhood education activities.
>
> If you partner with an organization or agency that provides early childhood education activities, and you document this by appending commitment letter(s) from this/these agency/agencies, you may receive up to 5 Competitive Preference Priority points.
>
> In so doing, you may need to ensure that participating students undergo background checks. Please be certain to include your provision for this in your proposal and the documentation for this in your appendix (again, upload one single document –in .doc or PDF format as your appendix).
>
> Competitive Preference Priority 2: The Secretary gives priority to applications that support students assisting with activities in preparation for emergencies and natural disasters.
>
> If you partner with an organization or agency that provides emergency and natural disaster preparedness activities, and you document this by appending commitment letter(s) from this/these agency/agencies, you may receive up to 5 Competitive Preference Priority points.
>
> In so doing, you may need to ensure that participating students undergo background checks. Please be certain to include your provision for this in your proposal and the documentation for this in your appendix.

GUIDE TO PROPOSAL DEVELOPMENT[1]

This competition is a single-stage competition. All applicants must submit a proposal consisting of a 10-page narrative (pages numbered and double-spaced), *plus* a one-page abstract, a budget summary, a detailed budget narrative, a single file containing all appendices, as well as other standard forms. Applications must be submitted electronically via the e-Grants application system.

UNDERSTANDING FUNDING PRACTICES AND REVIEW PROCESSES

Before You Prepare an Application

Be sure to review the selection criteria. In order to address all of the necessary elements, you should plan to map your application to these criteria.

Prospective applicants should note that, although FIPSE staff cannot review draft proposals, program officers are happy to discuss project ideas by telephone or in person. To set up an appointment call the FIPSE office at 202-502-7500. Again, communications from FIPSE staff prior to the announcement of awards are meant solely for the purpose of clarifying applications and do not indicate a likelihood of funding.

Cost Sharing/Institutional Support

This grant competition does not mandate any particular rate for cost sharing or matching funds. However, Selection Criterion 2 (project resources) addresses the applicant institution's and partners' significant support the project, both philosophically and financially. Because this program funds only students recruitment and compensation (including compensation for time spent in training and for travel directly related to such community service), FIPSE expects the applicant institution and its off-campus community service partners to contribute substantial time and resources to the project. Successful applicants must demonstrate that they have the structure and staff in place to administer and implement this program.

Indirect Cost Rates

This program does not pay for an institution's indirect costs.

Conflicts of Interest

1

[1]This program information is intended to aid applicants in applying for assistance under this competition. Nothing in this application package is intended to impose any paperwork, application content, reporting, or grantee performance requirement beyond those specifically imposed under the statute and regulations governing the competition.

All applicants are reminded to review the requirements of Sections 74.42 (Codes of Conduct) and 75.525 (Conflict of Interest) of the Department of Education General Administrative Regulations (EDGAR). Applicants must disclose any personal and financial interests that may be involved among the participants in the proposed project.

Recommended Proposal Outline

We recommend that you organize your proposal in sections that map to each of the review criteria:

- Project Design
- Project Resources
- Quality of Key Personnel
- Project Evaluation

Review Requirements and Process

Applicants will submit at the Department of Education's e-Grants Web site an application consisting of the following requirements for the proposal narrative:

Limit the length of the project narrative to 10 numbered pages, double-spaced (no more than three lines per vertical inch), *plus* a one-page abstract, budget summary, budget narrative (detailed line-item budget), and appendices.
Only the following fonts may be used:

> Times New Roman
> Courier
> Courier New
> Arial

Applications submitted in any other font will not be accepted. (Take care NOT to use Times Roman or Arial Narrow.)

Use minimum 1-inch margins on all four sides of the page, and avoid font sizes smaller than 12 point. Make sure your line spacing is set for **double-spacing** and not 1.5 lines or other spacing.

In addition to the 10-page proposal narrative, abstract, budget summary, and budget narrative (detailed line-item budget), include in the application package an appendix containing the following items. Note: Include (scan) these and other appendix items so that they become a single appendix file (e.g., in .doc or PDF format):

- Letters of agreement that attest to project arrangements

- Sample student evaluation forms that prospective employers will complete after students have concluded their work-study assignments in off-campus community service sites

- Background check arrangements that the applicant has already in place—or will have in place for the proposed project

- Key personnel resumes—including the identification of the Project Director and the assignment of a percentage or finite portion of his/her time to the project.

- Job descriptions for positions that are not currently filled—but that are essential to the project (e.g., work-study coordinator, student financial aid officer)

Your application package should give external reviewers and the FIPSE staff a concrete understanding of the project you propose, including a description of how you will evaluate the results. Use clear, direct language and avoid jargon, clichés, and acronyms whenever possible.

Proposals will be evaluated by three outside reviewers, identified each year from among faculty, administrators, and professionals across the country that have specialized knowledge on your topic. Additional experts may review proposals when technical questions arise. The FIPSE staff will read proposals and reviewers' evaluations of them. Project directors may be telephoned to clarify information about their projects. Staff may also contact others who know the applicant's work and plans or those who will be affected by the project. Within 90 days after your project ends, you must submit a Final Report. After you receive a grant award, you will receive instructions and guidance as to the content and format of this report. In this Final Performance Report, you will provide information that responds to the Government Performance and Results Act (GPRA).

The Government Performance and Results Act (GPRA) and Your Application

The Government Performance and Results Act (GPRA) of 1993 is a statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

The Department will assess the performance of this program by measuring the extent to which funded projects have successfully placed students in early childhood education jobs and emergency preparedness jobs.

If funded, you will be asked to collect and report data from your project on steps taken toward achieving these outcomes.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. The forms for these reports will be available on the FIPSE website after May of 2011.

APPLICATION CHECKLIST

Before you submit the application package, please review the following list to ensure that you have attached all required materials/files in the prescribed format.

REQUIRED FORMS:

___   **Application for Federal Assistance (SF 424)**
Enter for Item 12:   ED-GRANTS-_____

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form 424. Although this form accepts attachments, the Department of Education will review only materials/files attached to the attachment forms listed above.

___   **Department of Education Supplemental Information for SF 424**

___   **Department of Education Budget Summary Form (ED 524)**
Sections A and B

___   **Assurances – Non-Construction Programs (SF 424B)**

___   **Disclosure of Lobbying Activities (SF-LLL)**

___   **Certification Regarding Lobbying (ED 80-0013)**

___   **GEPA Section 427**

REQUIRED NARRATIVES:

___   **Department of Education Abstract**
Upload a one-page abstract as a Word document (.DOC, not DOCX.).

___   **Project Narrative Attachment**
Please note that the Project Narrative must not exceed 10, double-spaced pages. However, this does not include the Abstract, the Table of Contents, the Budget Narrative, or Other Attachments.

___   **Budget Narrative Attachment**
The Budget Narrative is not included in the 10-page Project Narrative limit.

___   **Other Attachments**
Other Attachments include documents like:
- Sample student worker evaluation reports that partner worksite directors will complete
- Key personnel one-page resumes
- Short position descriptions
- Project timeline chart
- Letters of support or commitment from project partners and other beneficiaries
- References cited in the Project Narrative (if applicable)

Other Attachments must be submitted in one of the following file types: .doc, .rtf, or .pdf format. Applicants should not upload Word 2007 .DOCX files. All "Other Attachments" must be uploaded as a <u>single merged file</u>.

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number.   The valid OMB control number for this information collection is 1894-0006. The time required to complete this information collection is estimated to average 12 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U. S. Department of Education, Washington, D.C. 20202-4537.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Off-Campus Community Service, U.S. Department of Education, 1990 K Street, N.W., Room 6151, Washington, D.C. 20006-8544.