

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Washington, DC 20006-8513



Fiscal Year 2015

**APPLICATION FOR GRANTS UNDER THE
Asian American and Native American Pacific Islander-Serving
Institutions Program**

84.031L – Part A

Form Approved: OMB No. 1840-0798, X/XX/XXX

CLOSING DATE: Month X, XXXX

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Dear Applicant:

Thank you for your interest in applying for a grant under the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) program authorized under Title III, Part A, Section 320 (84.031L) of the Higher Education Act (HEA) of 1965, as amended.

The AANAPISI program provides grants and related assistance to Asian American and Native American Pacific Islander-Serving Institutions to enable such institutions to improve and expand their capacity to serve Asian Americans and Native American Pacific Islanders and low-income individuals.

For fiscal year (FY) 2015 there are three invitational priorities for these programs. We are particularly interested in applications that address these priorities; however, under 34 CFR 75.105 (c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications. These priorities are: 1) Increasing the number and proportion of high-need students who enroll in and complete high-quality programs of study designed to lead to a postsecondary degree, credential, or certificate; 2) Providing students with increased access to rigorous and engaging coursework in STEM; and 3) Improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

For FY 2015, the AANAPISI program received \$3.06 million in discretionary funding under Title III, Part A, Section 320 of the HEA. Applicants should refer to Title III, Part A for the allowable activities.

To receive a grant under the AANAPISI program, an institution of higher education must have applied for and received designation as an eligible institution. The notice inviting FY 2015 applications to Request Designation as an Eligible Institution Under the Title III, Part A Programs was published in the Federal Register on Month X, XXX.

Applications for grants under the AANAPISI Program FY 2015 grant competition must be submitted electronically using Grants.gov. A detailed description of this internet-based system is included in this application package. You are urged to acquaint yourself with the requirements of this system early. You may access grants.gov through its portal page at: <http://grants.gov>.

For information (including dates and times) about how to submit your application electronically, please refer to the official Notice Inviting Applications for New Awards for FY 2015 published in the Federal Register. The Federal Register Notice Inviting Applications for New Awards and application instructions are included in this package.

You are reminded that you should not rely upon any information that is inconsistent with the guidance contained within this application package. I urge you to carefully read all the information contained in this package, including the eligibility requirements found in the HEA as amended by the Higher Education Opportunity Act of 2008 (HEOA), and the competition highlights, before preparing your application.

If you have questions, please contact the Program Specialist, Pearson Owens at 202-502-7804 or by email at Pearson.Owens@ed.gov or Director, Dr. Nancy Regan at 202-219-7018 or by email at Nancy.Regan@ed.gov.

Sincerely,

/S/

Dr. Leonard R. Haynes
Senior Director
for Institutional Service

COMPETITION HIGHLIGHTS

- 1. AANAPISI applications submitted for FY 2015 must be submitted electronically using Grants.gov, accessible at: <http://grants.gov>.** You are urged to acquaint yourself with the requirements of Grants.gov early. A more thorough discussion is included later in this application package.
- 2. Applications submitted late will not be accepted.** The application must be received on or before the deadline date and time. Late applications will not be accepted. **We suggest that you submit your application several days before the deadline.** The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.
- 3. Applicants must follow specific formatting requirements.** A “page” is 8.5 x 11, on one side only, with one inch margins at the top, bottom, and both sides. Page numbers and an identifier may be within the one inch margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and Arial Narrow) will be rejected. Do not use less than a 12-point font.
- 4. Applicants are required to submit a Program Abstract.** The Program Abstract is limited to a one-page single-spaced word document. The abstract must include the name of institution, city, and purpose. *No charts*. The abstract must be uploaded into the “ED Abstract Form” in Grants.gov.
- 5. Applicants are required to complete a program profile form.** Applicants are asked to carefully read question #4 on the Program Profile, and check the box or place an “X” next to the box certifying that they will comply with the statutory requirements and program assurances cited in the applicable regulations. Upon completion of the program profile sheet, you are required to copy and paste the Program Profile Form into a separate document or recreate the form exactly as it appears, and attach the form to the “Other Attachments Form” in Grants.gov as a .pdf document.
- 6. Applicants must adhere to the page limit requirements.** All applicants are required to adhere to the page limit for the Project Narrative portion of the application. You must limit the section of the narrative that addresses the selection criteria to no more than 50 pages for the Individual Development Grant application and 70 pages for the Cooperative Arrangement Development Grant application.
- 7. Applicants must follow specific submission procedures.** Included in this application package is a document containing submission procedures to ensure your application is received in a timely and acceptable manner. Consult and follow the Federal Register notice to ensure proper guidance for application submission. Exceptions to the electronic submission

requirement are also outlined in the Federal Register notice. The Department is required to enforce the established deadline in order to ensure fairness to all applicants.

8. AANAPISI applicants. An institution of higher education is eligible to receive funds if such institution is an Asian American and Pacific Islander-Serving Institution. Applicants, at the time of submission, will be required to certify that 10 percent of their total undergraduate enrollment is Asian American and Native American Pacific Islander.

9. SEC. 307 of the HEOA. Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Part A of Title III (20 U.S.C. 1057 et seq.) is amended by adding after section 319 the following:

SEC. 320. Asian American and Native American Pacific Islander-serving Institutions authorizes competitive grants to eligible institutions of higher education as defined under Section 312(b) of the HEA that have, at the time of application, an enrollment of undergraduate students that is at least 10 percent Asian American or Native American Pacific Islander students. The program authorizes grants that enable these institutions to improve and expand their capacity to serve Asian American and Native American Pacific Islander students and low-income individuals. If an Asian American or Native American Pacific Islander-serving institution receives funding under this program, it cannot receive funding under other sections of Part A or Part B of Title III or Title V of the HEA.

10. For FY 2015 there are three invitational priorities for this program. We are particularly interested in applications that address these priorities; however, under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications. These priorities are: 1) Increasing the number and proportion of high-need students who enroll in and complete high-quality programs of study designed to lead to a postsecondary degree, credential, or certificate; 2) Providing students with increased access to rigorous and engaging coursework in STEM; and 3) Improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

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

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education Grants.gov Submission Procedures and Tips for Applicants

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

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.) Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#). We strongly recommend that you review these details on [www.Grants.gov](#) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](#)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR).)]

Primary information about SAM is available at [www.sam.gov](#). However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>

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

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

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

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

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

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

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/about/contact-us.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov <http://www.grants.gov/web/grants/support/general-support/faqs.html>.

Dial-Up Internet Connections

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

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to the following Grants.gov webpage with links to conversion programs under the heading of additional resources:
<http://www.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

3/2014

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 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

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.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 the Grants.gov Web site, you will receive an automatic acknowledgement when we receive your application.

For more information on using Grants.gov, please refer to the “Notice Inviting Applications” that was published in the Federal Register or visit <http://www.grants.gov>.

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 84.031L)
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 84.031L)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

- (1) You must indicate on the envelope—and, if not provided by the Department, in Item 11 of the SF 424—the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications

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

INTRODUCTION
Asian American and Native American Pacific Islander-Serving Institutions
(AANAPISI)

PROGRAM AUTHORITY

Title III, Part A, Section 320 of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA).

APPLICABLE REGULATIONS

Education Department General Administrative Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98 and 99, and the program regulations in 34 CFR part 607.5.

PURPOSE

The overall purpose of the program is to provide grants and related assistance to AANAPISI to enable such institutions to improve and expand their capacity to serve Asian Americans and Native American Pacific Islanders and low-income individuals.

ELIGIBLE APPLICANTS

An institution of higher education is eligible to receive funds from the amounts made available under this section if such institution is an AANAPISI.

ACTIVITIES FUNDED UNDER TITLE III PART A, SECTION 320 (DISCRETIONARY AUTHORITY) – 84.031L

Grants awarded under this section shall be used by Asian American and Native American Pacific Islander-serving institutions to assist such institutions to plan, develop, undertake, and carry out activities to improve and expand such institutions' capacity to serve Asian American and Native American Pacific Islanders and low-income individuals.

- (1) Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
- (2) Renovation and improvement in classrooms, libraries, laboratories, and other instructional facilities.
- (3) Support of faculty exchanges, and faculty development and faculty fellowships to assist in attaining advanced degrees in the faculty's field of instruction.
- (4) Curriculum development and academic instruction.
- (5) Purchase of library books, periodicals, microfilm, and other educational materials.

- (6) Funds and administrative management, and acquisition of equipment for use in strengthening funds management.
- (7) Joint use of facilities such as laboratories and libraries.
- (8) Academic tutoring and counseling programs and student support services.
- (9) Establishing community outreach programs that will encourage elementary school and secondary school students to develop the academic skills and the interest to pursue postsecondary education.
- (10) Establishing or improving an endowment fund.
- (11) Academic instruction in disciplines in which Asian Americans and Native American Pacific Islanders are underrepresented.
- (12) Conducting research and data collection for Asian American and Native American Pacific Islander populations and subpopulations.
- (13) Establishing partnerships with community-based organizations serving Asian Americans and Native American Pacific Islanders.

DEFINITIONS

Asian American—The term ‘Asian American’ means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam, as defined in the Office of Management and Budget’s Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity as published on October 30, 1997 (62 Fed. Reg. 58789).

Native American Pacific Islanders—The term ‘Native American Pacific Islander’ means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States.

ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTION (AANAPISI). The term ‘Asian American and Native American Pacific Islander-serving institution’ means an institution of higher education that—
 (A) is an eligible institution under section 312(b) of the HEA, as amended; and
 (B) at the time of application, has an enrollment of undergraduate students that is at least 10 percent Asian American and Native American Pacific Islander students.

SUPPLEMENTAL INFORMATION

The following information supplements the information provided in the “Dear Applicant” letter and the Federal Register Notice Inviting Applications.

1. Certification of Eligibility

All applicants for the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) program must submit the Designation of Eligibility application in order to be considered for funding.

2. Estimated Funding

- **Available Funds for FY 2015**
Title III, Part A, AANAPISI \$3,062,000

Program Name and Type of Award	Minimum/Maximum Award Amount	Estimated Number of Awards	Estimated Average Award Amount
Asian American and Native American Pacific Islander-serving Institutions (AANAPISI)	Title III, Part A, Five-year Individual Grants	10	\$300,000
	Title III, Part A, Five-year Cooperative Grant	1	\$350,000

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

3. **Intergovernmental Review of Federal Programs**

Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and to strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

4. **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 Federal Register Notice. The Department will not fund any application at an amount exceeding the applicable maximum level.

5. **Evaluation of Applications**

A three-member panel of non-federal reviewers evaluates each application. Each reviewer assigns points for each selection criterion and prepares evaluation comments.

6. **Selection Criteria**

The selection criteria in EDGAR 34 CFR part 75 section 75.210 are used to evaluate applications. The selection criteria and maximum possible points are included in the Federal Register Notice.

7. **Notice to Successful Applicants**

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applications approved for new program grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the 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 2015 new grant award under the AANAPISI program, you will be required to complete an Interim Performance Report after six months into the grant period, an Annual Performance Report each year and a Final Performance Report at the end of the grant period.

Grantees will be reminded of these reporting requirements prior to the due dates.

10. **Contact Information**

AANAPISI Program

Pearson Owens
Program Officer – 84.031L
U.S. Department of Education
1990 K Street, N.W., Room 6043
Washington, DC 20006-8513
Telephone: (202) 502-7804
Fax: (202) 502-7861
E-mail Address: Pearson.Owens@ed.gov

Dr. Nancy Regan
Director
U.S. Department of Education
1990 K Street, N.W., Room 6020
Washington, DC 20006-8513
Telephone: (202) 219-7018
Fax: (202) 502-7861
E-mail Address: Nancy.Regan@ed.gov

For Grants.gov-related questions and assistance, please contact:

Support Desk: Grants.gov Support Desk
Telephone: (800) 518-4726
E-mail Address:
Hours: Monday – Friday, 7:00 A.M. – 9:00 P.M. Eastern Time

Program Narrative Instructions

This program narrative shall be attached to the “Project Narrative Attachment Form” in the application package, in Grants.gov.

Before preparing the Program Narrative, applicants should review the program statute, program regulations, the [Federal Register](#) Notice, and the Dear Applicant Letter for specific guidance and requirements.

The Secretary evaluates an application according to the program specific criteria in EDGAR 34 CFR part 75 §75.210. The Program Narrative should provide in detail the information that addresses each selection criterion. The maximum possible score for each category of selection criterion is indicated in parenthesis. For ease of reading by the reviewers, applicants should follow the sequence of the criteria as provided below. Applications should be written in clear and concise manner. You must limit the section of the narrative that addresses the selection criteria to no more than 50 pages for the Individual Development Grant application and 70 pages for the Cooperative Arrangement Development Grant application.

Your development grant application (individual or cooperative arrangement) must contain the following:

1. Application for Federal Assistance (SF 424)

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information for SF 424

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

2. U.S. Department of Education Budget Summary Forms:

- **ED 524 (Sections A and Section B)**

The “**U.S. Department of Education Budget Information for Non-Construction Programs**” (found in Grants.gov) is where applicants provide budget information for Section A – Budget Summary U.S. Department of Education Funds and Section B – Budget Summary Non-Federal Funds. Applicants should include costs for all project years. Note: Section C – Budget Narrative section in the selection criteria should be included in the “Project Narrative Attachment Form.”

3. ED Abstract Form

The “**ED Abstract Form**” (found in Grants.gov) is where applicants will attach, in a .pdf document, their one page project abstract that will provide an overview of the proposed project. Do not use charts.

4. Program Profile Page (To be attached to the “Other Attachments Form” found in Grants.gov).

This form is used to profile you, the applicant. It also addresses endowment funding, dual submission certification and cooperative arrangements.

5. Program Narrative Selection Criteria

As part of addressing the selection criteria and developing your program application, we presume that your institution has analyzed the major problems affecting it, and designed specific strategies to address and possibly resolve these problems. You should be ready to carry out the proposed project once you receive the grant and should not use the funds for intensive planning activities.

Be sure to include a Table of Contents. The Table of Contents will not be included in the page count. Prepare your complete program narrative in .pdf format and attach it to the “Project Narrative Attachment Form” in the application package downloaded from Grants.gov.

Content: This is the narrative portion of your application where you address the weighted selection criteria that the readers will use to evaluate your application and to assess the strengths and weaknesses of your proposal. These pages will be included in the mandatory page count.

For each proposed activity, separately address the selection criteria I through VII, in the same order as they appear below and as precisely as possible, to ensure your application contains the information readers will need to judge the quality of the proposed development grant activities.

I. *Need for the project.* (Maximum 20 points) In determining the need for the proposed project, the Secretary considers:

- a. The magnitude of the needs for the services to be provided or the activities to be carried out by the proposed project. (10 points)
- b. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals. (5 points)
- c. 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. (5 points)

II. *Quality of the project design.* (Maximum 15 points) In determining the quality of the design of the proposed project, the Secretary considers:

- a. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)
- b. 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. (5 points)

III. *Quality of project services.* (Maximum 15 points) In determining the quality of the services to be provided by the proposed project, the Secretary considers 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. In addition, the Secretary considers:

- a. The extent to which the services provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services. (10 points)
- b. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (5 points)

IV. *Quality of project personnel.* (Maximum 10 points) In determining the quality of project personnel, the Secretary considers 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 addition, the Secretary considers:

- a. The qualifications, including relevant training and experience of the project director or principal investigator. (5 points)
- b. The qualifications, including relevant training and experience of key project personnel. (5 points)

V. *Adequacy of resources.* (Maximum 5 points) In determining the adequacy of resources for the proposed project, the Secretary considers:

- a. The extent to which the budget is adequate to support the proposed project. (3 points)
- b. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (2 points)

VI. *Quality of the management plan.* (Maximum 20 points) In determining the quality of the management plan for the proposed project, the Secretary considers:

- a. 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. (10 points)
- b. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (5 points)
- c. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (5 points)

VII. Quality of the project evaluation. (Maximum 15 points) In determining the quality of the evaluation, the Secretary considers:

- a. The extent to which the methods of evaluation are thorough, feasible and appropriate to the goals, objectives and outcomes of the proposed project. (5 points)
- b. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)
- c. 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. (5 points)

THE FOLLOWING GUIDANCE MAY ASSIST YOU IN ADDRESSING EACH OF THE WEIGHTED SELECTION CRITERIA:

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

Project Design: When addressing this criterion, applicants should clearly and succinctly identify the goals, objectives, and outcomes to be achieved. A mere listing of the goals, objectives, and outcomes is not sufficient. The identified goals, objectives, and outcomes should not only address the identified need for the project but should also be measurable and support the purpose of the program.

Project Services: When addressing this criterion, applicants should clearly spell out the activities and services it is proposing and the intended recipients or beneficiaries of each service or activity. A mere listing of the services and beneficiaries is not enough. Provide details as to the types of activities and services to be provided and the extent to which the activities and services reflect up-to-date knowledge from research and effective practice. In other words, will the proposed activities and services meet the need of the project?

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

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

In response to this criterion, applicants must also provide a detailed, itemized budget (ED Form 524) and a detailed budget narrative for each 12-month budget period. The budget narrative is to be included in the *Program Narrative* to be attached to the Project Narrative Attachment Form in the application package downloaded from Grants.gov.

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

Project Evaluation: A strong evaluation plan should be included and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The evaluation plan should include benchmarks to monitor progress toward meeting specific project objectives based on the program's performance indicators. Specifically, the plan should identify the individual or organization that has agreed to serve as evaluator for the project and describe the qualifications of the evaluator. The plan should describe the evaluation design, indicating: (1) what types of data will be collected; (2) when various types of data will be collected; (3) what methods will be used; (4) what instruments will be developed and when; (5) how the data will be analyzed; (6) when reports and outcomes will be available; and (7) how the applicant will use the information collected through evaluation to monitor progress of the funded project. Applicants are encouraged to devote an appropriate level of resources to project evaluation and should explain the measures and strategies that will be used to ensure that the evaluation is appropriately rigorous and independent.

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Program Notice inviting applications for new awards for fiscal year (FY) 2015.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.031L.

Dates:

Applications Available: XXXXX, 20XX

Deadline for Transmittal of Applications: XXXXXX, XXXX

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The AANAPISI program provides grants to eligible institutions of higher education (IHEs) to enable them to improve their academic quality, increase their self-sufficiency, and strengthen their capacity to make a substantial contribution to the higher education resources of the Nation. At the time of application, IHEs applying for funds under the AANAPISI program must have an enrollment of undergraduate students that is at least 10 percent Asian American or Native American Pacific Islander.

Priorities: Under this competition, we are particularly interested in applications that address the following invitational priorities:

Invitational Priorities: For FY 2015, there are three invitational priorities for this program. Under 34 CFR 75.105-(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These invitational priorities are:

Invitational Priority 1.

Increasing the number and proportion of high-need students who enroll in and complete high-quality programs of study who enroll in and complete high-quality programs of study (as defined in this notice) designed to lead to a postsecondary degree, credential, or certificate.

Invitational Priority 2.

Providing students with increased access to rigorous and engaging coursework in STEM.

Invitational Priority 3.

Improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

Program Authority:

Title III, Part A Section 320 of the HEA (20 U.S.C. 1059g).

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.

Note: The regulations in 34 CFR part 79 apply to all applicants except Federally recognized Indian tribes.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$3,062,000.

Estimated Average Size of Awards: See table below.

Program Name and Type of Award	Minimum/Maximum Award Amount	Estimated Number of Awards	Estimated Average Award Amount
Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI)			
Title III, Part A Five-Year Individual Development Grants	\$200,000 - \$400,000	10	\$300,000
Five-Year Cooperative Arrangement Grants	\$200,000 - \$500,000	1	\$350,000

Note: The Department is not bound by any estimates in this notice. Applicants should periodically check the Title III Part A programs Web site for further information. The address is: <http://www.ed.gov/programs/aanapi/index.html>.

Project Period: Up to 60 months.

III. Eligibility Information

1. Eligible Applicants: An IHE is eligible to receive funds if it qualifies as an Asian American and Native American Pacific Islander-serving Institution (AANAPISI).

Asian American. The term "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam), as defined in the Office of Management and Budget's Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity as published on October 30, 1997 (62 FR 58789). The term "American Pacific Islander" means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States. Applicants, at the time of submission, will be required to certify their total undergraduate headcount enrollment. Applicants will also be required to certify that 10 percent of the IHE's enrollment is Asian American or Native American Pacific Islander as defined for

the AANAPISI program. An assurance form that is included in the application materials for this competition must be submitted and signed by an official for the applicant. AANAPISI applicants must also meet other requirements to be designated as eligible.

To qualify as an eligible institution under the AANAPISI program, an institution must, among other requirements --

(1) Be accredited or pre-accredited by a nationally recognized accrediting agency or association that the Secretary has determined to be a reliable authority as to the quality of education or training offered;

(2) Be legally authorized by the State in which it is located to be a junior college or to provide an educational program for which it awards a bachelor's degree;

(3) Be designated as an "eligible institution" by demonstrating that it: A) has an enrollment of needy students as described in 34 CFR 607.3; and B) has low average educational and general expenditures per full-time equivalent (FTE) undergraduate student as described in 34 CFR 607.4.

Note: The notice for applying for designation as an eligible institution was published on XXXXXXXX, XXXX, 74 FR 64059, and applications were due on XXXXXXXX, XXXX. Only institutions that submitted applications by the deadline date of XXXXX, XXXX and that the Department determined are eligible may apply for a grant.

Relationship between the Title III, Part A programs, and the Hispanic-Serving Institutions (HSI) program.

Note 1: A grantee under the Developing Hispanic-Serving Institutions (HSI) program, which is authorized by Title V of the HEA, may not receive a grant under any HEA, Title III, Part A programs, including the AANAPISI program. Further, a current HSI program grantee may not give up its HSI grant in order to receive a grant under any Title III, Part A program.

Note 2: An eligible HSI that does not fall within the limitation described in Note 1 (i.e., is not a current grantee under the HSI program) may apply for a FY 2015 grant under all Title III, Part A programs for which it is eligible, as well as receive consideration for a grant under the HSI program. However, a successful applicant may receive only one grant.

Note 3: The Department will make five-year awards for individual development grants and five-year awards for cooperative arrangement grants in rank order from the funding slates according to the average score received from a panel of three readers.

2. Cost Sharing or Matching: There are no cost sharing or matching requirements for this program unless funds are used for an endowment.

IV. Application and Submission Information

1. Address to Request Application Package:

You can obtain an application via the Internet using the following address: <http://www.grants.gov>. If you do not have access to the Internet, please contact Pearson Owens or Nancy Regan, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8513. You may contact these individuals at the following e-mail addresses or telephone numbers:

Pearson.Owens@ed.gov; (202) 502-7804

Nancy.Regan@ed.gov; (202) 219-7018

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

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

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limits: We have established mandatory page limits for both the Individual Development Grant and the Cooperative Arrangement Development Grant applications. You must limit the section of

the narrative that addresses the selection criteria to no more than 50 pages for the Individual Development Grant application and 70 pages for the Cooperative Arrangement Grant application, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1 inch margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margins.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions. However, you may single space all text in charts, tables, figures, and graphs. Charts, tables, figures, and graphs presented in the application narrative count toward the page limit.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). However, you may use a 10-point font in charts, tables, figures, graphs, footnotes, and endnotes.
- 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 Application for Federal Assistance (SF 424); the Supplemental Information for SF 424 Form required by the Department of Education; Part II, the Budget Information Summary Form (ED Form 524); and Part IV, the Assurances and Certifications. The page limit also does not apply to the Table of Contents, the Program one-page Abstract, the resumes, the bibliography, or the letters of support. If you include any attachments or appendices, these items will be counted as part of the Program Narrative (Part III of the application) for purposes of the page limit requirement. You must include your complete response to the selection criteria in the program narrative.

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

3. Submission Dates and Times:

Applications Available: XXXX, XXXX

Deadline for Transmittal of Applications: XXXXX, XXXX

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (Grants.gov) accessible through the Department's 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 in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

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

Applicability of Executive Order 13202. Applicants that apply for construction funds must comply with Executive Order 13202 signed by President George W. Bush on February 17, 2001, and amended on April 6, 2001. This Executive Order provides that

recipients of Federal construction funds may not “require or prohibit bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations, on the same or other construction project(s)” or “otherwise discriminate against bidders, offerors, contractors, or subcontractors for becoming or refusing to become or remain signatories or otherwise adhere to agreements with one or more labor organizations, on the same or other construction project(s).” However, the Executive Order does not prohibit contractors or subcontractors from voluntarily entering into these agreements. Projects funded under this program that include construction activity will be provided a copy of this Executive Order and will be asked to certify that they will adhere to it.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: 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. Other Submission Requirements: Applications for grants under the AANAPISI program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the AANAPISI program CFDA Number 84.031L--must be submitted electronically using Grants.gov, accessible through Grants.gov Web site at: <http://www.grants.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 and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. 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. Grants.gov will not accept an application for this program 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 Grants.gov 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 Grants.gov 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 acknowledgement 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 Grants.gov.

- (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 Grants.gov

Unavailability: If you are prevented from electronically submitting your application on the application deadline date because Grants.gov 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 Grants.gov and you have initiated an electronic application for this competition; and

(2) (a) Grants.gov 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) Grants.gov 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 acknowledgement of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the Grants.gov help desk at 1-888-336-8930. If Grants.gov 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 Grants.gov. Extensions referred to in this section apply only to the unavailability of Grants.gov.

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 Grants.gov because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to Grants.gov;

and

- 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: Pearson Owens or Nancy Regan, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8513. FAX: (202) 502-7861.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

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 84.031L)
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 Application 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 84.031L)
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, 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 the Education Department General Administrative Regulations (EDGAR) in 34 CFR 75.210. Applicants must address each of the following selection criteria (separately for each proposed activity). The total weight of the selection criteria is 100 points; the weight of each criterion is noted in parentheses.

a. Need for project. (Maximum 20 points) In determining the need for the proposed project, the Secretary considers:

1. The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (10 points)

2. The extent to which the proposed project will focus on serving or otherwise addressing the needs of disadvantaged individuals. (5 points)

3. 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. (5 points)

b. Quality of the project design. (Maximum 15 points) In determining the quality of the design of the proposed project, the Secretary considers:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)

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. (5 points)

c. Quality of project services. (Maximum 15 points) In determining the quality of the services to be provided by the proposed project, the Secretary considers 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. In addition, the Secretary considers:

1. 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. (10 points)

2. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice. (5 points)

d. Quality of project personnel. (Maximum 10 points) In determining the quality of project personnel, the Secretary considers 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 addition, the Secretary considers:

1. The qualifications, including relevant training and experience, of the project director or principal investigator. (5 points)

2. The qualifications, including relevant training and experience, of key project personnel. (5 points)

e. Adequacy of resources. (Maximum 5 points) In determining the adequacy of resources for the proposed project, the Secretary considers:

1. The extent to which the budget is adequate to support the proposed project. (3 points)

2. The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project. (2 points)

f. Quality of the management plan. (Maximum 20 points) In determining the quality of the management plan for the proposed project, the Secretary considers:

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. (10 points)

2. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (5 points)

3. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (5 points)

g. Quality of the project evaluation. (Maximum 15 points) In determining the quality of the evaluation, the Secretary considers:

1. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives and outcomes of the proposed project. (5 points)

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. (5 points)

3. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)

2. Review and Selection Process: For five-year individual development grants and five-year cooperative arrangement grants, awards will be made in rank order according to the average score received from a panel of three readers.

3. Tie-breaker for Development Grants. In tie-breaking situations for development grants, 34 CFR 607.23(b) requires that we award one additional point to an application from an IHE that has an endowment fund of which the current market value, per full-time equivalent (FTE) enrolled student, is less than the average current market value of the endowment funds, per FTE enrolled student at comparable institutions that offer similar instruction. We award one additional point to an application from an IHE that has expenditures for library materials per FTE enrolled student that are less than the average expenditures for library materials per FTE enrolled student at comparable institutions that offer similar instruction. We also add one additional point to an application from an IHE that proposes to carry out one or more of the following activities--

1. Faculty development;

2. Funds and administrative management;
3. Development and improvement of academic programs;
4. Acquisition of equipment for use in strengthening management and academic programs;
5. Joint use of facilities; and
6. Student services.

For the purpose of these funding considerations, we use 2012-2013 data. If a tie remains after applying the tie-breaker mechanism above, priority will be given in the case of applicants for: a) individual development grants to applicants that have the lowest endowment values per FTE enrolled student; and b) cooperative arrangement grants to applicants in accordance with section 394(b) of the HEA, if the Secretary determines that the cooperative arrangement is geographically and economically sound or will benefit the applicant institution.

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 in this notice.

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

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary in 34 CFR 75.118 and 34 CFR 607.31. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: The Secretary has established the following key performance measures for assessing the effectiveness of the AANAPISI program:

a. The percentage change, over a five-year period, of the number of full-time, degree-seeking undergraduates enrolling at

AANAPISIs. Note that this is a long-term measure, which will be used to periodically gauge performance, beginning in FY 2009;

b. The percentage of first-time, full-time degree-seeking undergraduate students at four-year AANAPISIs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI;

c. The percentage of first-time, full-time degree-seeking undergraduate students at two-year AANAPISIs who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI;

d. The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year AANAPISIs who graduate within six years of enrollment; and

e. The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year AANAPISIs who graduate within three years of enrollment.

VII. Agency Contacts

For Further Information Contact: Pearson Owens or Nancy Regan, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8513. You may contact these individuals at the following e-mail addresses or telephone numbers:

Pearson.Owens@ed.gov; (202) 502-7804

Nancy.Regan@ed.gov; (202) 219-7018

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

VIII. Other Information

Accessible Format: 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 persons listed 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:

<http://www.gpoaccess.gov/nara/index.html>.

Delegation of Authority: The Secretary of Education has delegated authority to Lynn Mahaffie, Senior Director, Policy Coordination, Development, and Accreditation Service for the Office of Postsecondary Education, to perform the functions and duties of the Assistant Secretary for Postsecondary Education.

Dated: XXXXX, XXXX

Lynn B. Mahaffie,
Senior Director, Policy Coordination,
Development, and Accreditation Service,
delegated the authority to perform the
functions and duties of the Assistant
Secretary for Postsecondary Education.

AUTHORIZING LEGISLATION

The Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) program is authorized under Title III, Part A, Section 320 of the Higher Education Act of 1965, as amended (HEA).

APPLICABLE REGULATIONS

Education Department General Administration Regulations (EDGAR) 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 86, 97, 98 and 99.

Program regulations 34 CFR part 607.5.

**INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS
EXECUTIVE ORDER 12372**

Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

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.

NOTES:

- **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 Grants.gov.**

GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

What is GPRA?

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

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

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

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

What are the performance indicators for the Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) Program?

The performance indicators for the Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Program are part of the Department's plan for meeting Goal 3. The specific goal for the AANAPISI Program is to improve the capacity of minority-serving institutions, which traditionally have limited resources and serve large numbers of low-income and minority students, to improve student success and to provide high-quality educational opportunities for their students.

The performance indicators for the AANAPISI Program are:

The percent increase in the number of full-time degree-seeking undergraduate students enrolled at AANAPISI.

The percentage of first-time, full-time degree-seeking undergraduate students at 4-year AANAPISI institutions who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI institution.

The percentage of first-time, full-time degree-seeking undergraduate students at 2-year AANAPISI institutions who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at the same AANAPISI institution.

The percentage of first-time, full-time degree-seeking undergraduate students enrolled at four-year AANAPISI who graduate within six years of enrollment.

The percentage of first-time, full-time degree-seeking undergraduate students enrolled at two-year AANAPISI who graduate within three years of enrollment.

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. Data submitted annually by the institution to the Department of Education's Integrated Postsecondary Education Data System (IPEDS) will document the extent to which program goals and objectives are met.

The most recent version of a currently approved annual performance report can be viewed at <https://www.ed.gov/programs/iduestitle3a/performance/html>.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

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

Part I: 424 Forms:

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information form for SF 424

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

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

- ED 524 (Section A and Section B)

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

Part III: Other Forms

- ED Abstract Form
- Project Narrative Attachment Form
- Budget Narrative Attachment Form
- Other Attachments Form

ED Abstract Form is where applicants will upload their one-page project abstract that will provide an overview of the proposed project.

Project Narrative Attachment Form is where applicants will upload the narrative responses to the selection criteria that will be used to evaluate applications submitted for this competition. Please include a Table of Contents as the first page of the project narrative. You must limit the project narrative to no more than 50 pages for the Individual Development Grant application and 70 pages for the Cooperative Development Grant application. The Project Narrative should be numbered consecutively.

Budget Narrative Attachment Form is where applicants will upload the budget narrative (ED 524, Section C).

Other Attachments Form is where applicants will upload the AANAPISI Program Profile Form.

Please note that if these forms are missing from your application, your application will be deemed ineligible.

Part IV: Assurances and Certifications,

- GEPA Section 427 requirement
- Assurances for Non-Construction Programs (SF 424B)
- Grants.gov Lobbying Form (formerly ED Form 80-0013)
- Disclosure of Lobbying Activities (SF-LLL)
- Survey on Ensuring Equal Opportunity for Applicants

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

84.031L ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTIONS PROGRAM PROFILE

INSTRUCTIONS: *ALL applicants must complete these pages. The completed pages must be attached to the "Other Attachments Form" in the application package in Grants.gov (as a .pdf document). DO NOT MODIFY OR AMEND THESE PAGES.*

OPE ID # _____

1. INSTITUTION (Legal Name):

2. Are you applying as a Branch Campus? _____ YES _____ NO

3. ADDRESS (Applicants must indicate the address where the project will be located):

Project Address:

City: _____ State: _____ Zip: _____

4. Are you addressing an invitational priority? _____ YES _____ NO. If yes, indicate the priority by placing an "x" beside it.

- Increasing the number and proportion of high-need students who enroll in and complete high-quality programs of study designed to lead to a postsecondary degree, credential, or certificate.
- Providing students with increased access to rigorous and engaging coursework in STEM.
- Improving postsecondary student outcomes relating to enrollment, persistence, and completion and leading to career success.

5. ENDOWMENT FUND ASSURANCE:

- **By checking this box (or placing an “X” beside it)**, an applicant certifies that the institution of higher education proposes to use up to twenty percent (20%) of the Asian American Native American Pacific Islander-Serving Institutions program grant award, made under the authority of Title III, Part A of the Higher Education Act of 1965, as amended, to establish or increase the institution’s endowment fund. The institution agrees to abide by the Department of Education’s regulations governing the Endowment Challenge Grant program, 34 CFR Part 628, the program statute, and the program regulations, 34 CFR Part 607. The institution further agrees to raise the required matching funds.

6. DUAL SUBMISSION CERTIFICATION: If an institution applies for more than one grant, it must indicate which grant it wishes to receive if it is selected to receive more than one.

- Native American-Serving Nontribal Institutions (NASNTI) – Title III, Part A (84.031X)
- Strengthening Institutions Program (SIP) – Title III, Part A
- Alaska Native-Native Hawaiian (ANNH) – Title III, Part A
- Asian Americans and Native American Pacific Islander-Serving Institutions (AANAPISI) – Title III, Part A (84.031L)

7. COOPERATIVE ARRANGEMENT FOR PARTICIPATING INSTITUTIONS: The applicant institution must provide for each *Participating Institution: the Institution Name, DUNS Number, Location (City and State)*.

8. Tie-Breaker Information

If the selection process ends in a tie and funds are not sufficient to fund all institutions, we will use the information provided here to determine who will receive a grant. In accordance with Section 607.23(b), the Secretary will award up to three (3) additional points based on the information provided here.

Content: On a separate page, provide the following information:

TOTAL 2012-2013 FULL-TIME EQUIVALENT (FTE) STUDENTS=_____

A. Total market value of endowment fund at the end of 2012-2013 \$_____

B. Total expenditures for library materials during 2012-2013 \$_____

C. Check activities applicant proposes to carry out in application:

a. Faculty development _____

- b. Funds and administrative management _____
- c. Development and improvement of academic programs _____
- d. Acquisition of equipment for use in strengthening management and academic programs _____
- e. Joint use of facilities _____
- f. Student services _____

9. ASIAN AMERICAN AND NATIVE AMERICAN PACIFIC ISLANDER-SERVING INSTITUTIONS CERTIFICATION:

• **By checking this box (or placing an “X” beside it),** the applicant certifies pursuant to the statutory requirements governing the Asian American and Native American Pacific Islander-Serving Institutions Program, authorized under Title III, Part A, Section 320 of the Higher Education Act of 1965, as amended (HEA) by the Higher Education Opportunity Act of 2008 (HEOA) that:

The named institution of higher education, at the time of application, has an enrollment of undergraduate students that is at least ten percent (10%) Asian American or Native American Pacific Islander. The term “Asian American” means a person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (See the Office of Management and Budget’s Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity as published on October 30, 1997 (62 Fed. Reg. 58789)). The term ‘Native American Pacific Islander’ means any descendant of the aboriginal people of any island in the Pacific Ocean that is a territory or possession of the United States.

Applicant Checklist

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information for SF 424
- Department of Education Budget Information Non-Construction Programs Form – Sections A & B (ED 524)
- Abstract (Use ED Abstract Form)
- Project Narrative (Use Project Narrative Attachment Form)
- Budget Narrative (Use Budget Narrative Attachment Form)
- Note: Have you addressed all Application Requirements including Selection Criteria and Priorities?
- Other Attachments (Use Other Attachments Form)
 - AANAPISI Program Profile
- Narrative addressing GEPA Section 427
- Assurances and Certifications
 - Assurances for Non-Construction Programs (SF 424B)
 - Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
 - Certification Regarding Lobbying (ED 80-0013)
 - Survey on Ensuring Equal Opportunity for Applicants

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. Public reporting burden for this collection of information is estimated to average 75 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit Title III, Part A, Section 320 of the Higher Education Act of 1965, as amended. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [regulations.gov](https://www.regulations.gov) during the public comment period for this collection of information. If you have specific questions about the form, instrument or survey, please contact pearson.owens@ed.gov.