

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
WASHINGTON, D.C. 20202**

**FY 2020
APPLICATION FOR GRANTS
UNDER THE EDUCATION INNOVATION AND RESEARCH PROGRAM
READY-TO-LEARN TELEVISION
CFDA Number: 84.295A**

FORM APPROVED

OMB no. _____, Expiration Date: _____



DATE MATERIAL - OPEN IMMEDIATELY

CLOSING DATE: 04/14/2020

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Program Background Information

PROGRAM OVERVIEW

Program Office: Office of Elementary and Secondary Education (OESE)
Ready-to-Learn Television (RTL)

CFDA Number: 84.295A

Program Type: Discretionary/Competitive Grants

Program Description: Ready to Learn Television supports the development of educational television and digital media targeted at preschool and early elementary school children and their families. Its general goal is to promote early learning and school readiness, with a particular interest in reaching low-income children. In addition to creating television and other media products, the program supports activities intended to promote national distribution of the programming, effective educational uses of the programming, community-based outreach, and research on educational effectiveness.

Eligible Applicants: To be eligible to receive a Ready-to-Learn Television grant, an entity shall be a public telecommunications entity (see below) that is able to demonstrate each of the following:

- (A) A capacity for the development and national distribution of educational and instructional television programming of high quality that is accessible by a large majority of disadvantaged preschool and elementary school children.
- (B) A capacity to contract with the producers of children's television programming for the purpose of developing educational television programming of high quality.
- (C) A capacity, consistent with the entity's mission and nonprofit nature, to negotiate such contracts in a manner that returns to the entity an appropriate share of any ancillary income from sales of any program-related products.
- (D) A capacity to localize programming and materials to meet specific State and local needs and to provide educational outreach at the local level.

Public Telecommunications Entity: A public telecommunications entity is any enterprise which (a) is a public broadcast station or a noncommercial telecommunications entity; and (b) disseminates public telecommunications services to the public (20 U.S.C. 7801 and (35), which references 47 U.S.C. 397).

Application Package: This application package contains the information and instructions you will need to apply for the Fiscal Year 2020 RTL grant competition. Please carefully review the entire package before preparing and submitting your application. We strongly encourage you to ensure your organization meets the eligibility requirements for being a public telecommunications entity before preparing an application. Note that all applications must be submitted using Grants.gov, and you must register with Grants.gov prior to submitting your application. Information on how to register is included in the Notice Inviting Applications and in this package.

Program Contact: Brian Lekander, Brian.Lekander@ed.gov or readytolearn@ed.gov.

AUTHORIZING LEGISLATION

The Ready to Learn Television Grant Program was authorized under the Every Student Succeeds Act (ESSA), Title IV: 21st Century Schools, Part F – National Activities, Subpart 4 – Academic Enrichment, Sec. 4643 Ready to Learn Programming.

(a) Awards to Promote School Readiness through Ready To Learn Programming. -

“(1) IN GENERAL- Awards made to eligible entities described in paragraph (3) to fulfill the purpose described in section 4641(a)(2) shall —

(A) be known as ‘Ready to Learn Programming awards’; and

(B) be used to —

(i) to develop, produce, and distribute accessible educational and instructional video programming for preschool and elementary school children and their parents in order to facilitate student academic achievement;

(ii) to facilitate the development, directly or through contracts with producers of children and family educational television programming, of educational programming for preschool and elementary school children, and the accompanying support materials and services that promote the effective use of such programming;

(iii) to facilitate the development of programming and digital content containing Ready-to-Learn-based children's programming and resources for parents and caregivers that is specially designed for nationwide distribution over public television stations' digital broadcasting channels and the Internet;

(iv) to contract with entities (such as public telecommunications entities) so that programs developed under this section are disseminated and distributed to the widest possible audience appropriate to be served by the programming, and through the use of the most appropriate distribution technologies; and

(v) to develop and disseminate education and training materials, including interactive programs and programs adaptable to distance learning technologies, that are designed —

(I) to promote school readiness; and

(II) to promote the effective use of materials developed under subparagraphs (B) and (C) among parents, teachers, Head Start providers, Even Start providers, providers of family literacy services, child care providers, early childhood development personnel, elementary school teachers, public libraries, and after-school program personnel caring for preschool and elementary school children.

(2) AVAILABILITY- In awarding or entering into grants, contracts, or cooperative agreements under this section, the Secretary shall ensure that eligible entities described in paragraph (3) make programming widely available, with support materials as appropriate, to young children, parents, child care workers, Head Start providers, Even Start providers, and providers of family literacy services to increase the effective use of such programming.

(3) ELIGIBLE ENTITIES- To be eligible to receive a grant, contract, or cooperative agreements under this section, an entity shall be a public telecommunications entity that is able to demonstrate each of the following:

(A) A capacity for the development and national distribution of educational and instructional television programming of high quality that is accessible by a large majority of disadvantaged preschool and elementary school children.

(B) A capacity to contract with the producers of children's television programming for the purpose of developing educational television programming of high quality.

(C) A capacity, consistent with the entity's mission and nonprofit nature, to negotiate such contracts in a manner that returns to the entity an appropriate share of any ancillary income from sales of any program-related products.

(D) A capacity to localize programming and materials to meet specific State and local needs and to provide educational outreach at the local level.

(4) COORDINATION OF ACTIVITIES- An entity receiving a grant, contract, or cooperative agreement under this section shall consult with the Secretary and the Secretary of Health and Human Services —

(A) to maximize the utilization of quality educational programming by preschool and elementary school children, and make such programming widely available to federally funded programs serving such populations; and

(B) to coordinate activities with Federal programs that have major training components for early childhood development, including programs under the Head Start Act (42 U.S.C. 9831 et seq.) and Even Start, and State training activities funded under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 et seq.), regarding the availability and utilization of materials developed under paragraph (1)(E) to enhance parent and child care provider skills in early childhood development and education.

(b) APPLICATIONS- To be eligible to receive a grant, contract, or cooperative agreement under subsection (a), an entity shall submit to the Secretary an application at such time, in such manner, and containing such information as the Secretary may reasonably require. The application shall include —

(1) a description of the activities to be carried out under this section;

(2) a list of the types of entities with which such entity will enter into contracts under subsection (a)(1)(B)(iv);

(3) a description of the activities the entity will undertake widely to disseminate the content developed under this section; and

(4) a description of how the entity will comply with subsection (a)(2).

(c) REPORTS AND EVALUATIONS-

(1) ANNUAL REPORT TO THE SECRETARY- An entity receiving a grant, contract, or cooperative agreement under this section shall prepare and submit to the Secretary an annual report. The report shall describe the program activities undertaken with funds received under the grant, contract, or cooperative agreement, including each of the following:

(A) The programming that has been developed, directly or indirectly, by the eligible entity, and the target population of the programming.

(B) The support and training materials that have been developed to accompany the programming, and the method by which the materials are distributed to consumers and users of the programming.

(C) The means by which programming developed under this section has been distributed, including the distance learning technologies that have been utilized to make programming available, and the geographic distribution achieved through such technologies.

(D) The initiatives undertaken by the entity to develop public-private partnerships to secure non-Federal support for the development, distribution, and broadcast of educational and instructional programming.

(2) REPORT TO CONGRESS- The Secretary shall prepare and submit to the Committee on Health, Education, Labor, and Pensions of the Senate and the Committee on Education and the Workforce of the House of Representatives a biannual report that includes the following:

(A) A summary of the activities assisted under subsection (a).

(B) A description of the education and training materials made available under subsection (a)(1)(B)(v), the manner in which outreach has been conducted to inform parents and child care providers of the availability of such materials, and the manner in which such materials have been distributed in accordance with such subsection.

(d) ADMINISTRATIVE COSTS- An entity that receives a grant, contract, or cooperative agreement under this section may use up to 5 percent of the amount received under the grant, contract, or agreement for the normal and customary expenses of administering the grant, contract, or agreement.

(e) FUNDING RULE- Not less than 60 percent of the amount used by the Secretary to carry out this section for each fiscal year shall be used to carry out activities under clauses (ii) through (iv) of subsection (a)(1)(B).

Notice Inviting Applications (NIA)

2020 RTL Notice Inviting Applications

The full text of the Notice Inviting Applications (NIA) for the FY 2020 Ready-to-Learn competition including all relevant deadlines can be found on the RTL website at the following URL:

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/innovation-early-learning/ready-to-learn-television-rtl/>

All RTL applications must be received on or before 4:30:00 pm Eastern Time on April 14, 2020. Please note that the U.S. Department of Education grant application deadline is **4:30:00 P.M., Eastern Time**. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 P.M., Eastern Time, on the application deadline date. Late applications will not be accepted. 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 and time.

After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

2020 RTL Application Package

Please note that the RTL Application Package is for applicants to download and use as a guide only. All RTL grant applications must be submitted online using Workspace in Grants.gov unless electronic submission is not possible.

Intent to Apply

The Secretary strongly encourages each potential applicant to notify the Department of its intent to submit an application for RTL funding by completing the FY 2020 Intent to Apply survey at _____. This survey will help us plan for an efficient peer review.

This link will ask for the applicant name, subject matter to be addressed, Invitational Priorities addressed (if any), and the name of the project. If an entity plans to submit multiple applications, they should fill out the form once per application. The survey should be filled out no later than February 24, 2020. This survey will help us to plan for an efficient peer review. Applicants that do not submit a notice of intent may still apply for funding.

Potential Applicants may alternatively submit a brief email to the Ready to Learn staff indicating their intent to submit an application. This email should include the applicant name, subject matter to be addressed, Invitational Priorities addressed (if any), and the name of the project. We request the e-mail notification should be sent to the RTL program at Readytolearn@ed.gov by February 24, 2020. Applicants that fail to provide this e-mail notification may still apply for funding.

Apply!

A [Grants.gov](https://www.grants.gov) applicant must apply online using Workspace. Instructions on getting started on your Workspace Application can be found on the Grants.gov website here: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>. For access to complete instructions on how to apply, refer to: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Funding Opportunity Number: ED-GRANTS _____ -

Each application will be reviewed under the competition it was submitted under in the Grants.gov system, and only applications that are successfully submitted by the established deadline will be peer reviewed.

Application Submission Procedures

SUBMISSION PROCEDURES

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

The deadline for submission of all RTL applications through Grants.gov is at 4:30:00 P.M., Eastern Time on April 14, 2020.

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.

Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>

ATTENTION – Workspace, Adobe Forms and PDF Files Required

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a Workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- 1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
 - a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

- 3) Submit a Workspace: An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) Track a Workspace Submission: After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Helpful Reminders

- 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]

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>.

SAM.gov ALERT: If you are registering a new entity in SAM.gov, you must provide an original, signed [notarized letter](#) stating that you are the authorized Entity Administrator before your registration will be activated. Read [the FAQs](#) to learn more about this process change. Entities creating or renewing their registration will be required to submit an original, signed notarized letter confirming the authorized Entity Administrator associated with the DUNS number. For more information on this requirement, please check the FAQs at the following link: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update-updated-july-11-2018>.

- 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. Eastern 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. 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. Eastern 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. Eastern 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/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.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 email at: support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m. Eastern Time, 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. 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. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html> as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

Dial-Up Internet Connections

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

Attaching Files - Additional Tips

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

- Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, flattened 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 be unable to review 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 be unable to be reviewed.
- 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.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- 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 with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

APPLICATION TIPS

- I. Register or maintain registration on SAM.gov. The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov and before you can submit an application through Grants.gov. Also note that you will need to update your registration annually. This may take three or more business days.
- II. Register early on Grants.gov. The registration process may take up to two weeks to complete. For additional information on the registration and submission process please review the resources available on the Grants.gov Website.
- III. Verify that the person assigned to submit the application has been designated as an Authorized Organization Representative (AOR). You must be “active” in order to submit an application on behalf of the organization.
- IV. Carefully review the FY2019 NIA for eligibility requirements. Clearly state which absolute priority under which you are submitting an application. Applications will be reviewed by absolute priority, so it is important that you clearly indicate the absolute priority under which you intend the Department to review your application.
- V. Review the submission for clarity. Applications will be read by multiple peer reviewers; therefore it is important to ensure that the application can be understood by someone who is unfamiliar with your project.
- VI. Submit all files in .PDF format. While Grants.gov may accept other format types, the Department’s system, which receives the files from Grants.gov, will only accept .PDF files. Files submitted in formats other than .PDF may not convert in a legible manner and, in these instances, cannot be reviewed. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, flattened 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 be unable to review 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 be unable to be reviewed.
- VII. Submit early on Grants.gov. **Applications must be finished uploading, and be validated by the Grants.gov system, by 4:30:00pm, Eastern Time on April 2, 2019.** Validation indicates if the submission was successful and may take up to two days. If the submitted application is deemed invalid due to an error, applicants may correct the error and resubmit only if the 4:30:00pm Eastern Time deadline has not passed. Applicants are encouraged to review the submission to be sure that the files transmitted correctly. Grants.gov may not catch all errors. Late submissions or modifications to the submitted application will not be accepted after the deadline.
- VIII. **NOTE:** Applicants will receive multiple emails to confirm submission in Grants.gov, validation, and transmission to the Department of Education. Once the application is transmitted to the Department, applicants will receive a final email with a unique identifier called a PR Award Number. Use this number when making inquiries about the submitted application. Please review the email carefully to ensure that you submitted the application under the intended competition.

DUNS NUMBER INSTRUCTIONS

All applicants must have a D-U-N-S number in order to apply for federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned D-U-N-S before contacting Dun & Bradstreet.

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide. **Live help Monday-Friday 8am-6pm (EST) Dial 1-888-814-1435.**

Note: Electronic submission via Grants.gov must use the D-U-N-S number your organization used when it registered in the System for Award Management.

Application Instructions

ELECTRONIC APPLICATION FORMAT

All applicants interested in completing an RTL application should first thoroughly review the NIA published in the [Federal Register](#) on _____. The NIA will orient applicants to the RTL program by providing the following information:

- Purpose of the program and background information;
- Eligibility requirements;
- Invitational Priorities;
- Selection Criteria and assigned points;
- Key definitions; and
- Procedural and substantive requirements of the application process.

Applicants should pay close attention to the selection criteria as applications will be evaluated and scored against these criteria.

COMPLETING AND SUBMITTING YOUR APPLICATION

A complete application consists of the following components:

Required Forms:

- ED Standard Forms:
 - Application for Federal Assistance (SF 424)
 - Department of Education Supplemental Information for SF 424
 - Department of Education Budget Summary Form (ED 524) Sections A & B
 - Disclosure of Lobbying Activities (SF-LLL)
 - Grant Application Form for Project Objectives and Performance Measures Information
- Assurances and Certifications
 - GEPA Section 427
 - Assurances – Non-Construction Programs (SF 424B)
 - Grants.gov Lobby form (formerly ED 80-0013 form)

Application Narrative:

The RTL application will use the following Grants.gov Narrative Forms.

- ED Abstract Narrative Form:
 - The ED Abstract Narrative Form is where you will attach your one-page project abstract. Specific instructions are included on page 36 of this application package.
- Project Narrative Form:
 - The Project Narrative Form is where you will attach the responses to the selection criteria, Absolute Priority 1: Strong Evidence and one of the other two absolute priorities as specified in the NIA. Applicants should include a Table of Contents that includes all responses to the selection criteria. Specific instructions are included on page 37 of this application package.
Applicants are recommended to limit the project narrative to 50 pages. The Table of Contents does not count towards this recommended limit.
- Budget Narrative Form; and

- o The Budget Narrative Form is where you will attach a budget narrative. Do not include multiple budgets for you and your partner(s). Only one combined budget should be submitted to represent costs for all entities involved in the proposed project. Specific instructions are included on page 41 of this application package.
- Other Attachments Form (upload appendices here)_
 - o The Other Attachments Form is where you will attach the application appendices. Specific Appendix instructions are included on page 44 of this application package. Applicants should not include substantive, project-related information that they wish peer reviewers to consider anywhere in the application other than in the Project Narrative Form and Budget Narrative Form sections.
 - o Other Attachments Form (appendices)
 - Appendix A: Optional Public Telecommunications Entity Eligibility Form
 - Appendix B: Resumes of Key Personnel
 - Appendix C: Letters of Support and Memoranda of Understanding, if applicable
 - Appendix D: Other, if applicable

NOTE: If you have multiple documents to be attached to one of the above narrative sections (except for Other Attachments), it is recommended that you merge them into one .PDF file and upload them to the appropriate narrative.

FY 2020 APPLICATION CHECKLIST

Applicants may use this checklist once they have completed their RTL application. The checklist contains all **mandatory** parts of the application.

ED Standard Forms

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information for SF 424
- Department of Education Budget Summary Form (ED 524) Sections A & B
- Disclosure of Lobbying Activities (SF-LLL)
- Evidence Form
- Grant Application Form for Project Objectives and Performance Measures Information

Assurances and Certifications

- GEPA Section 427
- Assurances – Non-Construction Programs (SF 424B)
- Grants.gov Lobby form (formerly ED 80-0013 form)

Application Narrative

- Abstract Narrative Form
- Project Narrative Form
- Budget Narrative Form
- Other Attachments Form (Upload Appendices here)

Appendices:

- **Appendix A:** Optional Public Telecommunications Entity Eligibility Form
- **Appendix B:** Resumes of Key Personnel
- **Appendix C:** Letters of Support and Memoranda of Understanding, if applicable
- **Appendix D:** Other, if applicable

NOTE: Eligible applicants should attach all appendices to the Other Attachments Form. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read. The entire application package should be no larger than 8MB. Therefore, you may want to check the total size of your package before submission.

REQUIRED FORMS

STANDARD FORMS INSTRUCTIONS

Applicants must submit along with their project narratives the required standard forms, assurances, and certifications included in the list below.

- Application for Federal Assistance (SF 424);
NOTE: Applicants may consider attaching their documentation for eligibility requirements to the Standard Form (SF 424).
- Department of Education Supplemental Information for SF 424;
- Department of Education Budget Summary Form (ED 524) Sections A & B;
- Disclosure of Lobbying Activities (SF-LLL);
- General Education Provisions Act (GEPA) Requirements - Section 427;
- Assurances, Non-Construction Programs (SF 424B);
- Grants.gov Lobbying form (formerly ED 80-0013 form); and
- Grant Application Form for Project Objectives and Performance Measures Information.

The following pages provide a copy of the instructions for completing these forms. Electronic copies of the required forms can be found at the following addresses: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>, or on the Grants.gov website: <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=0> and the Grants.gov submission package.

APPLICATION NARRATIVE INSTRUCTIONS

INSTRUCTIONS FOR ABSTRACT NARRATIVE

Eligible applicants must submit a one-page abstract.

The one-page abstract, limited to 2000 characters, should include the following items:

- Project Title;
- Invitational Priorities;
- Ages/grade level(s) to be served by the project;
-
- Brief project description including project activities;
- Summary of project objectives and expected outcomes;
- Any special project features; and
- List all organizations partnering with this project.

INSTRUCTIONS FOR PROJECT NARRATIVE

The Project Narrative should describe the project that an applicant would carry out if funded and include the eligible applicant's response to the selection criteria since the application will be evaluated and scored against these criteria. The maximum possible score for each criterion is indicated in the NIA.

Invitational Priorities

The FY 2020 RTL NIA includes two invitational priorities (see below). Please note an applicant should address these priorities in a separate section of the project narrative. Applicants should clearly designate whether they are applying under Invitational Priority 1, Invitational Priority 2, both, or neither. If an applicant chooses not to address these invitational priorities, then the project narrative should clearly demonstrate how the proposed program meets the purposes of the Ready-to-Learn Television program and its authorizing statute.

Evaluation

A strong evaluation plan should be included in the application narrative and should be used, as appropriate, to shape the development of the project from the beginning of the grant period. The plan should include benchmarks to monitor progress toward specific project objectives and also outcome measures to assess the impact on teaching and learning or other important outcomes for project participants. More specifically, the plan should identify the individual and/or organization that have agreed to serve as evaluator for the project and describe the qualifications of that 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 of results and outcomes will be available; and (7) how the applicant will use the information collected through the evaluation to monitor progress of the funded project and to provide accountability information both about success at the initial site and effective strategies for replication in other settings. Applicants are encouraged to devote an appropriate level of resources to project evaluation.

Successful applicants will be expected to report annually on the progress of each project or study included in the grant, including a description of preliminary or key findings and an explanation of any changes in goals, objectives, methodology, or planned products or publications.

Formatting

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

Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

Page Limits

Applicants are recommended to limit the Project Narrative to no more than 50 pages. The recommended page limit applies to the responses to the selection criteria. The recommended page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative.

Project Start Date

Applicants should propose a project start date of October 1, 2020.

FY 2020 READY-TO-LEARN GRANT APPLICATION INVITATIONAL PRIORITIES

The FY 2020 Competition identifies two invitational priorities. Please note an applicant should address these priorities in a separate section of the project narrative. Applicants should designate the priorities under which they are submitting their proposal. Applicants may apply under Invitational Priority 1, Invitational Priority 2, both, or neither. The two invitational priorities are:

Invitational Priority 1: The Secretary invites applications from eligible public telecommunications entities to create curriculum-based educational television and digital media targeted at children ages 2-8, or subsets thereof, for use in the home, on the go, or in informal or non-traditional learning spaces; and: a) to distribute the TV and media nationally to the widest possible audience, especially low-income and/or educationally disadvantaged children and including children with disabilities; b) to focus on integrative subject matter content that models young children's developmental needs and incorporates social emotional learning; c) to promote parent engagement and intergenerational learning, and to create bridges between children's digital play and real-world activities; and d) to conduct and disseminate research on the learning effectiveness of the TV and media, and to use analytics to study which media elements or design decisions most influence learning.

Invitational Priority 2: The Secretary invites applications from eligible public telecommunications entities to create curriculum-based educational television and digital media targeted at children ages 2-8, or subsets thereof, for use in the home, on the go, or in informal or non-traditional learning spaces; and: a) to distribute the TV and media nationally to the widest possible audience, especially low-income and/or educationally disadvantaged children and including children with disabilities; b) to focus on literacy content in ways that go beyond vocabulary and basic reading skills to include functional literacy, use of language in contexts, and other areas reflective of current literacy frameworks and research; c) to model positive behaviors such as cooperation, discipline, and problem-solving, and to include, in ways that are developmentally appropriate, an introduction to future career options; and d) to conduct and disseminate research on the learning effectiveness of the TV and media, and to use analytics to study which media elements or design decisions most influence learning.

FY 2020 READY-TO-LEARN GRANT APPLICATION SELECTION CRITERIA

All applicants should respond to each of the Selection Criteria in the NIA published in the Federal Register on _____. The Department and its reviewers assess the quality of applications based on how they address the Selection Criteria. They do not consider outside factors, such as personal knowledge of past performance, or subjective judgments about what an application should contain. Please note that within each Criterion reviewers use their professional judgment in awarding points on how well applicants address each Criterion as a whole. The application should be a comprehensive design for the proposed intervention and desired outcomes. In addition, the applicant should make sure to address the required program components stated in the statutory language when responding to the selection criteria.

Selection Criteria and sub criteria are listed below, but please view the NIA, V. Application Review Information, for full version. The maximum score that an applicant can earn for the selection criteria is 100 points. The maximum score for each criterion is indicated in parentheses following that criterion.

Significance	(10)
Quality of the Project Design and Services	(25)
Strategy to Scale	(25)
Quality of the Management Plan	(20)
Quality of the Project Evaluation	(20)

Total	(100)

Applicants are strongly encouraged to carefully read each criterion and its subfactors when preparing their applications. These are the only criteria that will be used to review and score applications. Below are the full selection criteria and subfactors.

A. Significance (10 points)

- (i) The extent to which the proposed project will provide services or otherwise address the needs of students at risk of educational failure.
- (ii) The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies.

B. Quality of the Project Design (25 points)

- (i) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.
- (ii) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (iii) The extent to which the proposed development efforts include adequate quality controls and, as appropriate, repeated testing of products.

Note: In responding to the Quality of the Project Design selection criterion, an applicant should include a detailed description of its proposal to develop media and conduct outreach, as described in Section 2431 of the ESEA.

B. Strategy to Scale (25 points)

(i) The applicant's capacity (e.g., in terms of qualified personnel, financial resources, or management capacity) to further develop and bring to scale the proposed process, product, strategy, or practice, or to work with others to ensure that the proposed process, product, strategy, or practice can be further developed and brought to scale, based on the findings of the proposed project.

(ii) The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used effectively in a variety of other settings.

C. Quality of the Management Plan (20 Points)

(i) 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.

(ii) The qualifications, including relevant training and experience, of key project personnel.

(iii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

E. Quality of the Project Evaluation (20 points)

(i) 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.

(ii) The extent to which the methods of evaluation will provide timely guidance for quality assurance.

(iii) The extent to which the methods of evaluation will, if well-implemented, produce evidence about the project's effectiveness that would meet the What Works Clearinghouse Evidence Standards (as defined in this notice) with reservations.

Note: We encourage applicants to review the following technical assistance resource on evaluation: WWC Procedures and Standards Handbook: <https://ies.ed.gov/ncee/wwc/ReportingGuide?id=19>.

SUGGESTED POINT RANGES¹ FOR RATING APPLICANT RESPONSES TO THE SELECTION CRITERIA

All applicants are required to respond to each of the selection criteria in the NIA published in the Federal Register on _____. Please assess applications based on the selection criteria. No outside factors, such as personal knowledge of past performance, or subjective judgments about what an application should contain may be considered. Please note that within each criterion no one factor is worth more points than the other. The application should be a comprehensive design for the proposed intervention and desired outcomes. Therefore, it is imperative that reviewers read the application in its entirety to determine the overall quality of the proposed project and the quality of the applicant’s response to each criterion.

The numerical scores assigned to an applicant’s response to the selection criteria must be consistent with the comments written. Comments and scores should reflect the same overall assessment of the quality of the response. It is important that you do not pair a negative comment with a positive score and vice versa. Comments indicate why the applicant’s response to each selection criterion is excellent, very good, good, fair, poor, or not addressed. Scores indicate how well or poorly the applicant responded to a selection criterion. Shown below are **suggested** point ranges for an evaluation of excellent, very good, good, fair, poor, or not addressed, for each of the criterion.

Maximum Point Value	Quality of Applicant’s Response					
	Not Addressed	Poor	Fair	Good	Very Good	Excellent
25	0	1-7	8-12	13-17	18-22	23-25
20	0	1-6	7-10	11-14	15-18	19-20
10	0	1-3	4-5	6-7	8-9	10

¹ This document will be provided to peer reviewers to assist in the reviewing and scoring of the eligible applicant’s response to the selection criteria. It is included here for the applicants’ reference.

INSTRUCTIONS FOR BUDGET NARRATIVE

The Budget Narrative Form should include a detailed budget narrative justification that aligns to the line item budget (ED form 524). **Applicants should propose a project start date of October 1, 2020.**

Applicants may request RTL funding for up to 60 months and should make this determination at the time of application. Applicants must complete ED 524 for all budget years of the proposed project. Applicants must also provide a budget narrative that describes their proposed multiyear project activities and the costs associated with those activities as well as all costs associated with carrying out the proposed project. Section 75.112(b) of EDGAR requires applicants to present “a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each objective of the project.” EDGAR may be accessed at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the RTL project. Rules about allowable costs are set out in 2 CFR Part 200², as adopted by the Department at 2 CFR Part 3474.³

For each line item of both Sections A (federal costs) and B (non-federal costs/ match costs) of the Budget Form (ED 524), provide detailed costs (in dollars) accompanied by a narrative justification to support your request. Also, please note that, in Section B, an applicant shows the funds or in-kind donations it proposes to use to meet the matching requirement as well as any other match funds or in-kind donations that it proposes to use to support its RTL project. For example, an applicant that requests \$1,000,000 must secure \$100,000 in matching funds; therefore, the project budget narrative would reflect how the total proposed budget of \$1,100,000 will be expended. An applicant need not have secured matching funds or in-kind donations in order to show those funds or donations in Section B; however, applicants must provide information on the source(s) of their matching contributions for the first year of the grant in their grant applications. If an applicant is submitting with its application a request for a reduction of the 10% matching requirement, the applicant may show in Section B the amount of match funds or in-kind donations it intends to use to support its RTL project consistent with that request.

Please check all figures and combined totals in the budget narrative and compare the amounts with those reflected on the ED 524.

Instructions for Section C- Budget Narrative

Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B of the ED 524.

Personnel (Line 1): Provide each project personnel’s base salary and wages and FTE.

Fringe Benefits (Line 2): The institution’s normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect

² http://www.ecfr.gov/cgi-bin/text-idx?SID=a00c8ef91d397f640d8c236871fe5eef&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

³ <http://www.ecfr.gov/cgi-bin/text-idx?SID=a00c8ef91d397f640d8c236871fe5eef&node=pt2.1.3474&rgn=div5>

costs. If you are including fringe benefits, please explain how the fringe rate was calculated and identify the staff members who are receiving the benefits.

Travel (Line 3): Indicate the travel costs of employees and participants only. Provide a breakdown of the costs associated with each trip and justification for the costs. In addition, applicants should include costs for four project staff persons (project director, evaluator, and two partners) to attend an annual 2-day project directors meeting in Washington, DC.

Equipment (Line 4): Indicate the cost of tangible, non-expendable personal property that has usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy. Indicate the amount of equipment that is being purchased, the cost per unit, and the justification of purchases that links to the project narrative.

Supplies (Line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project. Applicants should provide a breakdown of how supplies costs are determined.

Contractual (Line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract. Identify who is being contracted with, the amount of the contract (this should include a breakdown of the major service components of the contract and the costs of each portion) and an explanation of what the services are being provided by the contractor.

Construction (Line 7): Not applicable.

Other (Line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (Line 9): The sum of lines 1-8.

Indirect Costs (Line 10): The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs in projects funded by the (NAME OF PROGRAM, 84.xxx). Any grantee charging indirect costs to a grant from this program must use the indirect cost rate negotiated with its *cognizant agency for indirect costs*.

Note: Applicants should pay special attention to specific questions on the application budget form (U.S. Department of Education Budget Information Non-Construction Programs Form 524 Sections A, B and C) about their cognizant agency and the indirect cost rate they are using in their budget.

If an applicant selected for funding under this program has not already established a current indirect cost rate with its cognizant agency, ED generally will authorize the grantee to use a temporary rate of 10 percent of budgeted direct salaries and wages, or a de minimis rate of 10 percent of MTDC, as defined in 2 CFR 200.68.

Use of the temporary rate of 10 percent of budgeted direct salaries and wages is subject to the following limitations:

1. The grantee must submit an indirect cost rate proposal to its cognizant agency within 90 days after ED issues the GAN.
2. If after the 90-day period, the grantee has not submitted an indirect cost rate proposal to its cognizant agency, the grantee may not charge its grant for indirect costs (except when ED finds exceptional circumstances) until it has negotiated an indirect cost rate agreement with its cognizant agency.
3. The grantee may only recover indirect costs incurred on or after the date it submitted its indirect cost rate proposal to its cognizant agency or at the start of the of the project period, whichever of the two occurs later.
4. The total amount of funds recovered by the grantee under the federally recognized indirect cost rate is reduced by the amount of indirect costs previously recovered under the temporary indirect cost rate.
5. The grantee must obtain prior approval from the Secretary to shift direct costs to indirect costs in order to recover indirect costs at a higher negotiated indirect cost rate.
6. The grantee may not request additional funds to recover indirect costs that it cannot recover by shifting direct costs to indirect costs.

Use of the de minimis rate of 10 percent of MTDC is subject to the following limitations:

1. In accordance with 2 CFR 200.414(f), State and local governments may not use the de minimis rate; thus, this rate may only be used by institutions of higher education (IHE) and non-profit organizations.
2. A grantee that decides to use the de minimis rate of 10 percent of MTDC must use the rate for at least one fiscal year for all of its Federal awards, and may continue to use the rate indefinitely thereafter until it decides to negotiate an agreement with its cognizant agency. MTDC consists of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward (i.e., subgrant or subcontract). Once a grantee obtains a federally recognized indirect cost rate that is applicable to its grant, the grantee may use that indirect cost rate to claim indirect cost reimbursement; however, the grantee is subject to the same recovery limitations identified for the 10 percent temporary rate in items (3) through (6) of this grant attachment.

Applicants should be aware that ED is very often not the cognizant agency for its own grantees. Rather, ED accepts, for the purpose of funding its awards, the current indirect cost rate established by the appropriate cognizant agency.

Applicants are encouraged to have an accountant calculate a proposed indirect cost rate using current information from its audited financial statements, actual cost data, or IRS Form 990. Applicants should use this proposed rate in their application materials and describe which of these methods they used to calculate the rate. Guidance related to calculating an indirect cost rate can be found on ED's website at:

<http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

Applicants with questions about using indirect cost rates under this program should contact the program contact person shown elsewhere in this application package or in the *Federal Register* application notice of MM/DD/YYYY, (FILL IN FED REG CITE HERE).

Training Stipends (Line 11): Indicate the amount of stipend, the number of grant participants receiving the stipends and the justification for the stipend. Please make sure that training stipends are placed under this line item and not under “Personnel” or “Other.”

Total Cost (Line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + training stipends).

Please note that a budget justification should be provided for both Federal costs and Match costs.

INSTRUCTIONS FOR APPENDICES

Applicants should **attach all appendices to the Other Attachments Form**. For each appendix, applicants are asked to save files as a .PDF, label each file with the Appendix name and upload the file to the Other Attachments Form. The Other Attachments Form can support up to ten attachments, therefore it is unnecessary to merge appendices into one document.

Applicants are encouraged to follow the instructions below when uploading information to the Appendix:

Appendix A: Eligible Applicant

An applying entity must demonstrate that it meets the statutory eligibility requirements. Applicants are encouraged to provide narrative evidence or to append supporting documents, as necessary. First, an applicant should demonstrate that the applying entity: (a) is a public broadcast station or a noncommercial telecommunications entity; and (b) disseminates public telecommunications services to the public. Second, an applicant should demonstrate the applying entity has each of the following capacities:

(A) A capacity for the development and national distribution of educational and instructional television programming of high quality that is accessible by a large majority of disadvantaged preschool and elementary school children.

(B) A capacity to contract with the producers of children's television programming for the purpose of developing educational television programming of high quality.

(C) A capacity, consistent with the entity's mission and nonprofit nature, to negotiate such contracts in a manner that returns to the entity an appropriate share of any ancillary income from sales of any program-related products.

(D) A capacity to localize programming and materials to meet specific State and local needs and to provide educational outreach at the local level.

Appendix B: Resumes of Key Personnel

Provide resumes/curriculum vitae for the project director as well as any key personnel identified in the application. We encourage applicants to keep resumes to five pages or less.

Appendix C: Letters of Support and Memoranda of Understanding, if applicable

Provide letters of support for the project, including MOUs and letters from project partners.

Appendix D: Other, if applicable

You may wish to provide additional detail about the proposed media property, educational approach, distribution partners, or evaluation design. We remind applicants that while print pictures and diagrams that depict your media are acceptable, reviewers will not be able to view URL links, embedded videos, or other digital media. Applicants are instructed to only review the materials presented in the application, so do not direct them to external websites or files.

Additional Information

EXECUTIVE ORDER 12372 Intergovernmental Review of Federal Programs

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

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

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

https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_Review_SPOC_01_2018_OFFM.pdf

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

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

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

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 currently valid OMB control number. The valid OMB control number for this collection is 1894-0006. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the 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 a benefit under 4304 of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (ESSA) of 2015. If you have comments or concerns regarding the status of your individual submission of this form, please contact the program office address, Education Innovation and Research, U.S. Department of Education, Washington, D.C. 20202-4537, (202) 205-5633.

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

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4537. Note: Please do not return the completed RTL application to this address.

ELECTRONIC NOTIFICATION OPTION FOR GRANT AWARDS

If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may notify you informally, also.