

FY 2018

U.S. Department of
Education
Office of Career,
Technical, and Adult
Education
Washington, DC
20202 - 7241



**APPLICATION FOR GRANTS UNDER THE NATIVE AMERICAN CAREER
AND TECHNICAL EDUCATION PROGRAM (NACTEP)**

Table of Contents

Pre-Application Webinar 5

I. Background Information 6

Program Overview 6

Authorizing Legislation 6

II. Basic Application Information 7

Native American Career and Technical Education Program (NACTEP) 7

Submission of Paper Applications by Mail and by Hand Delivery 7

III. Application Submission Procedures 15

Submission Procedures 15

DUNS Number Instructions 19

IV. Application Instructions 20

Electronic Application Format 20

Completing and Submitting Your Application 20

 A. Required Forms 22

Standard Forms Instructions 22

 B. Application Narrative Instructions 23

Instructions for ED Abstract Narrative 23

Instructions for Project Narrative 23

 C. Budget Narratives 24

Instructions for budget Narratives 24

 D. Other Attachment Forms 28

Instructions for Appendix 28

FY 2018 NACTEP Application Checklist 29

 E. Additional Information

2018 Native American Career and Technical Education Program

Application Grant Selection Criteria 30

Paperwork Burden Statement 32



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

Dear Applicant:

Thank you for your interest in the Native American Career and Technical Education Program (NACTEP) . The NACTEP is authorized under section 116 of the Carl D. Perkins Career and Technical Education Act of 2006 (the Act). The Act authorizes the Secretary to award grants to, or enter into cooperative agreements or contracts with, Indian Tribes, Tribal Organizations, and Alaska Native entities to operate Career and Technical Education (CTE) projects that improve CTE for Native American and Alaska Natives students.

Please take time to review the *Federal Register* Notice Inviting Applications and this application package thoroughly. You will need a clear understanding of the program background, invitational priority, application and program requirements, definitions, selection criteria, and all of the application instructions. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (EDGAR §75.216 (b) (c)).

Applications for grants under this competition may be submitted electronically using the Grants.gov Apply site (<http://www.grants.gov>), or in paper format by mail or hand delivery. For information (including dates and times) about how to submit your application electronically, or in paper format by mail, please refer to Other Submission Requirements in section IV of the NACTEP Notice Inviting Applications. The Grants.gov site works differently than the U.S. Department of Education's e-Application site. We strongly urge you to familiarize yourself with Grants.gov and recommend that you register and submit your application early.

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms; therefore, applicants will need access to the latest version of Adobe reader (Grants.gov recommends at least Adobe Reader 10.1.14). Pay special attention to the **Grants.gov Submission Procedures , Submission of Paper Applications, and Tips for Applicants in this application package.**

This application package contains detailed information about the NACTEP competition including a link to the full version of the Notice Inviting Applications published in the *Federal Register* on February 5, 2018, ED required forms, important instructions on how to submit an application using Grants.gov, paper format, and an optional program checklist. We strongly encourage you to read this application package carefully.

The Department expects to award 30 new grants under a competitive based competition for up to 36 months. We invite you to attend a pre-application webinar on Tuesday, February 20, 2018 at 2:00pm, EDT. If you are interested in participating in the pre-application webinar, provide your intention to participate in an email to the NACTEPgrant@ed.gov in order to receive instructions regarding access to the pre-application webinar. You may contact us at NACTEPgrant@ed.gov , if you have additional questions.

Again, thank you for your interest in the NACTEP.

Sincerely,

A handwritten signature in blue ink that reads "Sharon Lee Miller". The signature is written in a cursive style.

Sharon Lee Miller
Director, Division of Academic and Technical Education
Office of Career, Technical, and Adult Education
U. S. Department of Education

PRE-APPLICATION WEBINAR

The Department will host an informational session online, designed to help interested applicants with the application process, on Tuesday, February 20, 2018 at 2:00pm, EDST. We encourage interested applicants to participate in this webinar. Participation in the webinar is voluntary. For those who are not able to attend, the training will be available via a link posted on the Perkins Collaborative Resource Network (PCRN) Web site at cte.ed.gov.

I. Background Information

PROGRAM OVERVIEW

Program Office: Office of Career, Technical, and Adult Education

Grant Name: Native American Career and Technical Education Program (NACTEP)

CFDA Number: 84.101A

Grant Type: Discretionary/Competitive Grant

Program Description: The purpose of the NACTEP is to improve career and technical education (CTE) programs that are consistent with the purposes of the Carl D. Perkins Career and Technical Education Act of 2006 (the Act) and that benefit Native Americans and Alaska Natives.

AUTHORIZING LEGISLATION

Section 116 of the Perkins Act authorizes the Secretary of Education to award grants to, or enter into cooperative agreements or contracts with, Indian Tribes, Tribal Organizations, and Alaska Native entities to operate CTE projects that improve CTE for Native American and Alaska Native students.

II. Basic Application Information

NACTEP (84.101A) Application available: February 5, 2018
Pre-Application Information Webinar for potential applicants: February 20, 2018
Intent to Apply: February 23, 2018
Deadline for transmitting applications: March 19, 2018
Estimated Award Announcement: September 30, 2018

NOTICE INVITING APPLICATIONS

The full text of the Notice Inviting Applications (NIA) for the FY 2018 NACTEP grant competition can be found on the *Federal Register* Web site at:

<https://www.federalregister.gov/documents/2018/02/05/2018-02246/applications-for-new-awards-native-american-career-and-technical-education-program>

For convenience, the FY 2018 NACTEP NIA is also posted on the [PCRN website](#).

Deadline

All applications must be submitted on or before **4:30:00 P.M. Washington, D.C. time, on March 19, 2018**. Your application must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 4:30:00 P.M., Washington, D.C. 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. Only applications that are successfully submitted by the established deadline will be peer reviewed.

An applicant may check the status of its application, any time after submission, by using the "Track My Application" feature available from the upper navigation on the Grants.gov site. Applicants may also check the status of a submission by logging into their Grants.gov account using the Applicant Login. After logging in, an applicant should click on the "Check Application Status" link on the left-hand menu.

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 84.101A)
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.

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.

We will not consider applications postmarked after the application deadline date.

Submission of Paper Applications by Hand Delivery.

If you submit your application in paper format by hand delivery, you (or a courier service) 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 84.101A)
550 12th Street, SW.
Room 7039, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:30am 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.

Application Package

Please note that the NACTEP Application Package is for applicants to download and use as a guide only.

Intent to Apply

We will be able to develop a more efficient process for reviewing grant applications if we can anticipate the number of applicants that intend to apply for funding under this competition. Therefore, we strongly encourage each potential applicant to notify us of the applicant's intent to submit an application for funding by sending a short email message. This short email should provide the applicant organization's name and address. Please send this email notification to NACTEPgrants@ed.gov with "Intent to Apply" in the email subject line. Applicants that do not provide this email notification may still apply for funding.

NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROGRAM COMPETITION DESIGN ELEMENTS

Eligibility

The following entities are eligible to apply under this competition:

- (1) A federally recognized Indian Tribe.
 - (2) A Tribal organization.
 - (3) An Alaska Native entity.
 - (4) A Bureau-funded school, except for a Bureau-funded school proposing to use its award to support secondary school CTE programs.
- (b) Any Tribe, Tribal organization, Alaska Native entity, or eligible Bureau-funded school may apply individually or as part of a consortium with one or more eligible Tribes, Tribal organizations, Alaska Native entities, or eligible Bureau-funded schools. (Eligible applicants seeking to apply for funds as a consortium must meet the requirements in 34 CFR 75.127-75.129, which apply to group applications.)

Requirements

These application and program requirements are from the notice of final requirements, definitions, and selection criteria for this program (Notice of Final Requirements), published in the *Federal Register* on February 26, 2013 (78 FR 12955), unless a specific statutory citation for the requirement is provided.

The application requirements are:

(1) An eligible applicant (as determined by the Act) must include documentation in its application showing that it and, if appropriate, its consortium members are eligible to apply.

As defined in the Indian Self-Determination and Education Assistance Act (ISDEAA) (25 U.S.C. 5304(l)), the term "Tribal organization" means the recognized governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities: Provided that, in any case, where a contract is let or grant made to an organization to perform services benefiting more than one Indian Tribe, the approval of each such Indian Tribe shall be a prerequisite to the letting or making of such contract or grant. In accordance with this statutory definition, any Tribal organization proposing to provide NACTEP services for the benefit of more than one Indian Tribe must first obtain the approval of each Indian Tribe it proposes to serve and must submit documentation of such approval with its NACTEP application and that documentation of Tribal approval is a prerequisite to the awarding of a NACTEP grant to any Tribal organization proposing to serve more than one Indian Tribe.

(2) An applicant that is not proposing to provide CTE directly to its students and proposes instead to use NACTEP funds to pay one or more qualified educational entities to provide education to its students must include with its application a written CTE agreement between the applicant and that entity. The written agreement must describe the commitment between the applicant and each educational entity and must include, at a minimum, a statement of the responsibilities of the applicant and the entity. The agreement must be signed by the appropriate individuals on behalf of each party, such as the authorizing official or president of a Tribe or Tribal organization, a college president, or a college dean.

The program requirements are:

Requirement 1 – Authorized Programs:

(a) Section 116(e) of the Act requires the Secretary to ensure that activities funded under NACTEP “will improve career and technical education programs” (20 U.S.C. 2326(e)). Therefore, under NACTEP the Assistant Secretary will award grants to carry out projects that--

(1) Propose organized educational activities offering a sequence of courses that--

(i) Provide individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;

(ii) Provide technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree; and

(iii) Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual. Projects may include prerequisite courses (other than remedial courses) that meet the definitional requirements of section 3(5) of the Act. (20 U.S.C. 2302(5)). In addition, at the secondary level, coherent and rigorous academic curriculum must be aligned with challenging academic content standards and student academic achievement standards in reading or language arts and in mathematics that the State in which the applicant is located has established under the Elementary and Secondary Education Act of 1965 (ESEA). Contacts for State ESEA programs may be found on the internet at: www.ed.gov/about/contacts/state/index.html.

(2) Develop new programs, services, or activities or improve or expand existing programs, services, or activities that are consistent with the purposes of the Act. In other words, the Department will support “expansions” or “improvements” that include, but are not limited to, the expansion of effective programs or practices; upgrading of activities, equipment, or materials; increasing staff capacity; adoption of new technology; modification of curriculum; or implementation of new policies to improve program effectiveness and outcomes.

(3) Fund a CTE program, service, or activity that--

(i) Is a new program, service, or activity that was not provided by the applicant during the instructional term (a defined period, such as a semester, trimester, or quarter, within the academic year) that preceded the request for funding under NACTEP;

(ii) Will improve or expand an existing CTE program; or

(iii) Inherently improves CTE.

Note: A program, service, or activity “inherently improves CTE” if it—

(a) Develops new CTE programs of study that will be approved by the appropriate accreditation agency;

(b) Strengthens the rigor of the academic and career and technical components of funded programs;

(c) Uses curriculum that is aligned with industry-recognized standards and will result in students attaining industry-recognized credentials, certificates, or degrees;

(d) Integrates academics (other than remedial courses) with CTE programs through a coherent sequence of courses to ensure learning in the core academic and career and technical subjects;

(e) Links CTE at the secondary level with CTE at the postsecondary level and facilitates students' pursuit of a baccalaureate degree;

(f) Expands the scope, depth, and relevance of curriculum, especially content that provides students with a comprehensive understanding of all aspects of an industry and a variety of hands-on, job-specific experiences; and

(g) Offers--

(1) Work-related experience, internships, cooperative education, school-based enterprises, entrepreneurship, community service learning, and job shadowing that are related to CTE programs;

(2) Coaching/mentoring, support services, and extra help for students after school, on weekends, and/or during the summers, so they can meet higher standards;

(3) Career guidance and academic counseling for students participating in CTE programs;

(4) Placement services for students who have successfully completed CTE programs and attained a technical skill proficiency that is aligned with industry-recognized standards;

(5) Professional development programs for teachers, counselors, and administrators;

(6) Strong partnerships among grantees and local educational agencies, postsecondary institutions, community leaders, adult education providers, and, as appropriate, other entities, such as employers, labor organizations, parents, and local partnerships, to enable students to achieve State academic standards and career and technical skills;

(7) The use of student assessment and evaluation data to improve continually instruction and staff development with the goal of increasing student achievement in CTE programs; or

(8) Research, development, demonstration, dissemination, evaluation and assessment, capacity-building, and technical assistance, related to CTE programs.

(b) Assistance to Bureau-funded secondary schools. An Indian Tribe, a Tribal organization, or an Alaska Native entity that receives funds through a NACTEP grant or contract may use the funds to provide assistance to a secondary school operated or supported by the U.S. Department of the Interior to enable such school to carry out CTE programs. (Section 116(b)(3) of the Act)

Requirement 2 - Evaluation:

To help ensure the high quality of NACTEP projects and the achievement of the goals and purposes of section 116 of the Act, each grantee must budget for and conduct an ongoing evaluation of the effectiveness of its NACTEP project. An independent evaluator must conduct the evaluation. The evaluation must be appropriate for the project and be both formative and summative in nature.

Requirement 3 - Student stipends:

In accordance with section 116(c)(2) of the Act, a portion of an award under this program may be used to provide stipends (as defined in the Definitions section of this notice) to one or more students to help meet the students' costs of participation in a NACTEP project. A grantee must apply the following procedures for determining student eligibility for stipends and appropriate amounts to be awarded as stipends:

(1) To be eligible for a stipend a student must—

(i) Be enrolled in a CTE project funded under this program;

(ii) Be in regular attendance in a NACTEP project and meet the training institution's attendance requirement;

(iii) Maintain satisfactory progress in his or her program of study according to the training institution's published standards for satisfactory progress; and

(iv) Have an acute economic need that--

(A) Prevents participation in a project funded under this program without a stipend; and

(B) Cannot be met through a work-study program.

(2) The amount of a stipend is the greater of either the minimum hourly wage prescribed by State or local law or the minimum hourly wage established under the Fair Labor Standards Act.

(3) A grantee may only award a stipend if the stipend combined with other resources the student receives does not exceed the student's financial need. A student's financial need is the difference between the student's cost of attendance and the financial aid or other resources available to defray the student's cost of participating in a NACTEP project.

(4) To calculate the amount of a student's stipend, a grantee would multiply the number of hours a student actually attends CTE instruction by the amount of the minimum hourly wage that is prescribed by State or local law, or by the minimum hourly wage that is established under the Fair Labor Standards Act.

Example: If a grantee uses the Fair Labor Standards Act minimum hourly wage of \$7.25 and a student attends classes for 20 hours a week, the student's stipend would be \$145 for the week during which the student attends classes ($\$7.25 \times 20 = \145.00).

Note: In accordance with applicable Department statutory requirements and administrative regulations, grantees must maintain records that fully support their decisions to award stipends and the amounts that are paid, such as proof of a student's enrollment in a NACTEP project, stipend applications, timesheets showing the number of attendance hours confirmed in writing by an instructor, student financial status information, and evidence that a student would not be able to participate in the NACTEP project without a stipend. (20 U.S.C. 1232f; 34 CFR 75.700-75.702; 75.730; and 75.731)

(5) An eligible student may receive a stipend when taking a course for the first time. However, generally a stipend may not be provided to a student who has already taken, completed, and had the opportunity to benefit from a course and is merely repeating the course.

(6) An applicant must include in its application the procedure it intends to use to determine student eligibility for stipends and stipend amounts, and its oversight procedures for the awarding and payment of stipends.

Requirement 4 - Direct assistance to students:

A grantee may provide direct assistance to students if the following conditions are met:

(1) The recipient of the direct assistance is an individual who is a member of a special population and who is participating in the grantee's NACTEP project.

(2) The direct assistance is needed to address barriers to the individual's successful participation in that project.

(3) The direct assistance is part of a broader, more generally focused program or activity to address the needs of an individual who is a member of a special population.

Note: Direct assistance to individuals who are members of special populations is not, by itself, a "program or activity for special populations."

(4) The grant funds used for direct assistance must be expended to supplement, and not supplant, assistance that is otherwise available from non-Federal sources. (20 U.S.C. 2391(a)). For example, generally, a postsecondary educational institution could not use NACTEP funds to provide child care for single parents if non-Federal funds previously were made available for this purpose, or if non-Federal funds are used to provide child care services for single parents participating in non-CTE programs and these services otherwise would have been available to CTE students in the absence of NACTEP funds.

(5) In determining how much of the NACTEP grant funds it will use for direct assistance to an eligible student, a grantee must consider whether the specific services to be provided are a reasonable and necessary cost of providing CTE programs for special populations. However, the Assistant Secretary

does not envision a circumstance in which it would be a reasonable and necessary expenditure of NACTEP project funds for a grantee to use a majority of a project's budget to pay direct assistance to students, in lieu of providing the students served by the project with CTE.

Requirement 5 – Appeal process:

Any applicant denied funding under this NACTEP competition may request a hearing to review the Secretary's decision not to make the award. The Secretary will implement the appeal process in accordance with the procedures set forth in 34 CFR 401.23. In accordance with those procedures, any applicant denied funding will have 30 calendar days to make a written request to the Secretary for a hearing to review the Secretary's decision. (25 USC 5321(b)).

Requirement 6 - Integration of services:

Section 116(f) of the Act provides that a Tribe, Tribal organization, or Alaska Native entity receiving financial assistance under this program may integrate those funds with assistance received from related programs in accordance with the provisions of Public Law 102-477, the Indian Employment, Training and Related Services Demonstration Act of 1992 (25 U.S.C. 3401 et seq.). An entity wishing to integrate funds must have a plan that meets the requirements of the Indian Employment, Training and Related Services Demonstration Act and is acceptable to the Secretary of the Interior and the Secretary of Education.

For further information on the integration of grant funds under this and related programs contact Terrence Parks, the Division of Workforce Development, Office of Indian Services, Bureau of Indian Affairs, U.S. Department of the Interior, 1951 Constitution Avenue, NW., Mailstop 20 SIB, Washington, DC 20245. Telephone: (202) 513-7625. Email: Terrence.parks@bia.gov. Fax: (202) 208-4564.

Requirement 7 - Indian self-determination contracts:

Section 116(b)(2) of the Act provides that grants or contracts awarded under section 116 of the Act are subject to the terms and conditions of section 102 of the ISDEAA (25 U.S.C. 5321) and must be conducted in accordance with the provisions of sections 4, 5, and 6 of the Act of April 16, 1934 (25 U.S.C. 5345-5347), that are relevant to the programs administered under section 116(b) of the Act. Section 102 of the ISDEAA authorizes Indian Tribes to request self-determination contracts from the Department of Interior. Accordingly, an Indian Tribe or Tribal organization that has applied to the Secretary for financial assistance under NACTEP and has been notified of its selection to be a recipient of financial assistance may submit a request to both the Secretary of Education (via the contact person listed under FOR FURTHER INFORMATION CONTACT) and the relevant Department of Interior contact person to operate its NACTEP project through a section 102 Indian self-determination contract.

After successful applicants are selected under this NACTEP competition, the Secretary will review any requests to operate a project under an Indian self-determination contract pursuant to the ISDEAA. If a request for an Indian self-determination contract is approved, the Indian Tribe or Tribal organization submitting the request will be required, to the extent possible, to operate its project in accordance with the ISDEAA, relevant provisions in sections 4, 5, and 6 of the Act of April 16, 1934 (25 U.S.C. 5345-5347), the Act, and the non-statutory program requirements specified in this notice.

The CTE programs provided through an Indian self-determination contract would have to be essentially the same as were proposed in the initial application and approved by the Department. Any Indian Tribe or Tribal organization that is selected to receive funding under this competition, but whose request to operate the project under an Indian self-determination contract is denied, may appeal the denial to the Secretary. If you have questions about ISDEAA self-determination contracts, please contact the persons listed under FOR FURTHER INFORMATION CONTACT.

Priority:

Under this competition we are particularly interested in applications that address the following priority.
Invitational Priority:

For FY 2018 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

(a) Creating or expanding opportunities for individuals to obtain recognized postsecondary credentials in science, technology, engineering, mathematics, or computer science.

For the purposes of this invitational priority, computer science means the study of computers and algorithmic processes and includes the study of computing principles and theories, computational thinking, computer hardware, software design, coding, analytics, and computer applications.

(b) Computer science includes computer programming or coding as a tool to create software, including applications, games, websites, and tools to manage or manipulate data; or development and management of computer hardware and the other electronics related to sharing, securing, and using digital information.

(c) In addition to coding, the expanding field of computer science also includes computational thinking and interdisciplinary problem-solving to equip students with the skills and abilities necessary to apply computation in our digital world.

(d) Computer science does not include using a computer for everyday activities, such as browsing the internet; use of tools like word processing, spreadsheets, or presentation software; or using computers in the study and exploration of unrelated subjects.

SUBMISSION PROCEDURES

IMPORTANT

U.S. Department of Education


Grants.gov Submission Procedures and Tips for Applicants

The deadline for submission of applications through Grants.gov is March 19, 2018 at 4:30:00 P.M., Washington, D.C. time.

- 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 – Browser Support

Grants.gov is a Custom Java Application that uses standard web-browsers as the client. Grants.gov leverages the latest web technologies such as Ajax which relies extensively on JavaScript, HTML, and CSS. Grants.gov recommends you use the most up-to-date web browser possible for the best User Experience. If you are unsure about which version of the browser you are using, please check the following places:

- **Microsoft IE** – the *About Internet Explorer* setting under Help on your toolbar
- **Firefox** – the *About Firefox* setting under Help on your toolbar
- **Chrome**- the *About Google Chrome* setting under the *Customize and Control Google Chrome* option (located on the far right ) in your toolbar options for your browsers.

The table below lists supported Web Browsers:

Web Browser	Support	Comments
Microsoft IE 9/10/11	Supported	
Mozilla Firefox	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Google Chrome	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Apple Safari	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.

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

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. (Please note that in early 2016, Grants.gov discovered a compatibility issue with Adobe Reader DC. This has been resolved with *Adobe Reader DC version 2015.010.20060* but there are compatibility issues with earlier versions. Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link:

<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. 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 March 19, 2018, 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: <mailto:support@grants.gov> 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. **(Instructions for Submission of Applications by Mail and Submission of Applications by Hand Delivery are included in this Application Package under Basic Application Information).**

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/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found on the Grants.gov <http://www.grants.gov/web/grants/applicants/applicant-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.** Also, see the NACTEP Federal Register NIA and this Application Package Instructions for Submission of Applications by Mail and Submission of Applications by Hand Delivery, under the title, **Basic Application Information.**

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.
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.

Grants.gov System Maintenance

Please keep in mind that the Grants.gov system will not be available for use during the times listed below.

The Grants.gov Program Management Office

Date	Scope	Details
February 17-20, 2018	Server Maintenance	Scheduled Maintenance Outage: Production System will go Offline Saturday February 17, 2018 at 12:01 AM ET. Production System will go Online Tuesday February 20, 2018 at 6:00 AM ET. Training System will go Offline Saturday February 17, 2018 at 12:01 AM ET. Training System will go Online Tuesday February 20, 2018 at 6:00 AM ET.
March 17-19, 2018	Server Maintenance	Scheduled Maintenance Outage: Production System will go Offline Saturday March 17, 2018 at 12:01 AM ET. Production System will go Online Monday March 19, 2018 at 6:00 AM ET.

DUN S N U M B E R I N S T R U C T I O N S

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.

IV. Application Instructions

APPLICATION FORMAT

All applicants interested in completing a NACTEP application should first thoroughly review the NIA for FY 2018 published in the [Federal Register](#) on February 5, 2018. The NIA will orient applicants to the competition by providing the following information:

- Background information and purpose of the program;
- Eligibility;
- Invitational Priority (optional);
- Application and program requirements;
- Selection Criteria and assigned points;
- Key definitions;
- Procedural and substantive requirements of the application process; and Instructions on how to electronically submit the application, as well as instructions for submission of paper applications by mail and by hand delivery. (See **Submission of Paper Applications by Mail and Submission of Paper Applications by Hand Delivery under Basic Application Information in this application package**).

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](#)
- [Assurances and Certifications](#)

Application Narrative:

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

- [ED Abstract Narrative Form](#)
The [ED Abstract Narrative Form](#) is where you will provide your one-page project abstract. Specific instructions are provided in this application package.
- [Project Narrative Form](#)
 - The [Project Narrative Form](#) is where you will describe how your proposed project will address other required NACTEP elements. Applicants should include a Table of Contents and be sure to discuss their project in a way that best responds to the Selection Criteria. Specific instructions are included in this application package.

- Budget Narrative Form
 - The Budget Narrative Form is where you will provide a line item budget (**ED 524**) and budget narrative for the proposed project. The budget narrative should project all costs of the proposed project. The budget narrative should reflect an annual budget for all 3 years of the proposed project period. Specific instructions are included in this application package.

- Other Attachments Form (upload appendices here)
 - The Other Attachments Form is where you will include the application appendices. Specific Appendix instructions are included in this application package.
 - The Application Checklist is on page 28 of this application package.

The Application Checklist is optional; however, applicants are strongly encouraged to fill in the checklist or something similar to ensure that all program requirements have been addressed and to ensure that program staff and peer reviewers can find the information in your application that addresses each applicable element from the NACTEP NIA.

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.

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: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only materials/files attached to the section labeled "Other Attachments Form."

- 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); and
- Grants.gov Lobbying form (formerly ED 80-0013 form).

Electronic copies and instructions for the required forms can be downloaded at the following address: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html> and can be found in the Grants.gov submission package.

INSTRUCTIONS FOR ED ABSTRACT NARRATIVE

Eligible applicants must submit an abstract. The abstract should be attached as a single document to the ED Abstract Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov). The recommended one-page abstract, limited to 2000 characters, should include the following items:

- A summary statement of the project objectives and activities; and
- A brief description of the key uses of grant funds.

NOTE: [Grants.gov](https://www.grants.gov) may include a note that indicates that the project abstract may not exceed one page; however, an abstract of more than one page may be uploaded.

INSTRUCTIONS FOR PROJECT NARRATIVE

The narrative should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov) and should include the following parts in order to expedite the review process:

- A description of the proposed project that an applicant would carry out if its application is funded.
- The applicant's response to the Selection Criteria. The NACTEP NIA identifies the maximum possible score for each criterion; and
- The applicant's response to the Invitational Priority if the applicant has addressed it.

The Project Narrative should, as a general matter, follow the order of the Selection Criteria. It should contain clear headings to help the Department staff and peer reviewers match the narrative with the selection criteria because the application will be evaluated and scored against these criteria.

NOTE: Upload any narrative sections and all other application attachments as files in a read-only, non-modifiable, flattened Portable Document Format (PDF). Any fillable PDF documents must be saved as flattened, non-fillable files. Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, flattened PDF (e.g., Word, Excel, etc.) or submit a password-protected file, the Department and reviewers will not review that material. Please note that this could result in your application not being considered for funding

Formatting Guidelines

We recommend applicants adhere to the following guidelines:

- 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, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Calibri, or Arial.

B. BUDGET NARRATIVE

INSTRUCTIONS FOR BUDGET NARRATIVE

The budget narrative should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://grants.gov). Ensure that you only attach the U.S. Department of Education approved file types detailed in the NIA (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of each project recommended for funding to ensure that costs relate to the activities and objectives of the project, are **reasonable, allowable and allocable**. The budget should only include costs that are allowable, reasonable and necessary for carrying out the objectives of the NACTEP project. Rules about allowable costs are set out in 2 C.F.R. 200, as adopted by the Department at 2 C.F.R. 3474. We may delete or reduce costs from the budget during this review.

The budget narrative in each application should be consistent with Section A and Section B of ED Form 524. The budget narrative will serve to meet the requirements of Section C of ED Form 524. It should provide **sufficient detail** to:

- Give an **itemized budget breakdown** for each year of the proposed project (36 months);
- Show the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures;
- Show the **relationship** between all budgeted funds and project activities and outcomes;
- Show the total **amount that will be expended** as shown in the ED Form 524;
- Enable reviewers and project staff to understand how the funds **in the ED Form 524** will be used.

NOTE: NACTEP applicants should identify the project’s annual budget period. For example, the budget period for year 1 may be identified as October 1, 2018 – September 30, 2019, and so forth for each of the 3 budget years.

To facilitate the review of your Budget Narrative, each applicant must include the following information for each year of the project.

1. Personnel

- ☐ Provide the title of each position to be compensated under this project.
- ☐ Provide the salary for each position under this project.
- ☐ Provide the amount of time (such as hours or percentage of time) to be spent by each position on this project.
- ☐ Provide the basis for cost estimates or computations.
- ☐ Fees and expenses for consultants should be included under Contractual (line 6).

2. Fringe Benefits

- ☐ Give the fringe benefit percentages of all personnel included under Personnel.
- ☐ Provide the rate and base on which fringe benefits are calculated.
- ☐ Do not include fringe benefits for salaries and wages that are treated as part of the indirect cost.
- ☐ Leave the line blank if needed.

3. Travel

- ☐ Explain the purpose of the travel, how it aligns with the project goals and objectives, and who will travel.
- ☐ Provide an estimate for the number of trips and points of origin and destination.
- ☐ Provide an estimated cost for each trip.
- Include travel for two NACTEP project staff members to attend the **mandatory** NACTEP Project Directors' Meeting in Washington, DC.
- ☐ Travel for consultants or contractors should be included under Contractual (line 6).

4. Equipment

- ☐ The Department does not expect budgeted equipment purchases necessary for implementation under the NACTEP, but there may be rare cases that justify equipment.
- Indicate the cost of tangible, non-expendable personal property that has a 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 purchasing policy.
- ☐ Indicate the type and estimated unit cost for each item to be purchased.
- ☐ Provide strong justification of the need for items of equipment to be purchased.
- ☐ Provide the basis for cost estimates or computations.

5. Supplies

- ☐ Supplies purchased with grant funds should directly benefit the project and be necessary for achieving project goals.
- ☐ Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. Provide an estimate of supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- ☐ Explain the purpose of the supplies and how they relate to project success.
- ☐ Provide the basis for cost estimates or computations.
- Individual pieces of equipment that are under \$5,000 per unit cost are generally considered supplies. However, as noted in the example under Equipment, an applicant's organization may have a different equipment policy.

6. Contractual

- The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal 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.
- ☐ Describe the products to be acquired, and/or the professional services to be provided.
- ☐ Provide the purpose of the product(s) and/or services and their relation to project success.
- ☐ Contractors are not to be named in an application since contracts will be competed following the award of a grant. If an applicant proposes in its application to use an existing contract or prior selection of any vendor for any activities to be supported with Federal NACTEP funds, the applicant must be prepared to demonstrate how it is in compliance with the "Procurement Practices" described in the “Application Information” section of this application package. Additionally, if an applicant intends to take advantage of the flexibility allowed in 34 C.F.R. 75.135 in order to use small purchase procurement procedures for contracts for data collection, data analysis, evaluation services or essential services, the applicant should carefully review the requirements in 34 C.F.R. 75.135 to ensure all required information is included in the application and budget narrative.
- Provide the projected cost per contractor and basis for cost estimates.
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.

7. Construction

- ☐ Not applicable.

8. Other

- ☐ Indicate all direct costs not covered on lines 1-6. *Do not include costs that are included in the indirect cost rate.*
- ☐ List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- ☐ Provide the purpose for the expenditures and their relation to project success.
- ☐ Provide the cost per item (printing = \$500, postage = \$150) and the basis for cost estimates or computations.

9. Total Direct Costs

- ☐ The sum total of all direct expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- ☐ In accordance with section 311(a) of the Perkins Act, funds under this program must be used to supplement, not supplant, non-Federal funds used to carry out career and technical education activities. The prohibition against supplanting means that grantees will be required to use their negotiated **restricted indirect cost rate** under this program. (34 CFR 75.563). Applicants with questions about using a restricted indirect cost rate under this program should contact the program contact person shown elsewhere in this application package or in the NIA.

11. Training Stipends

- ☐ The training stipend line item pertains to students who are enrolled in approved NACTEP Career and Technical Education (CTE) projects. See the NACTEP NIA for additional instructions and requirements for expending NACTEP funds for Student Stipends.

12. Total Costs

- ☐ Sum total of direct costs, indirect costs, stipends, tuition, contractual, and equipment (if applicable).
- ☐ Please provide total costs for each year of the 36 months performance period.

NOTE on Restricted Indirect Costs: All applicants under supplement-not-supplant programs may only recover indirect costs at the restricted rate included on the negotiated indirect cost rate agreement. Grantees that do not have an approved restricted indirect cost will be required to use the 8% indirect cost rate allowed for training grants (34 CFR 75.562).

For additional information about restricted indirect cost rates, go to <http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>

C. OTHER ATTACHMENT FORM

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.

- Ensure that you only attach the U.S. Department of Education approved file types detailed in the NACTEP NIA (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.
- Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.
- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

INSTRUCTIONS FOR APPENDIX

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

- Appendix A:** **Optional Application Requirements Checklist**
- Appendix B:** **Letters of Commitment and support**
- Appendix C:** **Resumes of Key Personnel**
- Appendix D:** **Other documents, if applicable**

**FY 2018 NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROGRAM
APPLICATION CHECKLIST**

Applicants should review this checklist once they believe they have completed their applications. 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)

Assurances and Certifications

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

Application Narrative

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

Application Requirements

- Career and Technical Education (CTE) Agreement

- Indirect Cost Rate Agreement:** Applicants should attach a copy of their current indirect cost rate agreement.

- Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes or job descriptions that describe their qualifications for the responsibilities they will carry out under the project.

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.

**2018 NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROGRAM
APPLICATION GRANT SELECTION CRITERIA**

The maximum score for all the selection criteria is 100 points. The maximum score for each criterion is indicated in parentheses. The selection criteria for this competition are as follows:

a) Need for the project. (5 points)

The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers—

The extent of the need for the services to be provided or the activities to be carried out by the proposed project, as evidenced by data on such phenomena as local labor market demand or occupational trends, or from surveys, recommendations from accrediting agencies, or Tribal economic development plans. (Up to 5 points)

(b) Quality of the project design (40 points)

The Secretary considers the quality of the project design. In determining the quality of the project design for the proposed project, the Secretary considers—

(1) The extent to which the services to be provided by the proposed project will create opportunities for students to receive an industry-recognized credential; become employed in high skill, high-wage, and high-demand occupations; or both. (Up to 20 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, as evidenced by the applicant's description of programs and activities that align with the target population's needs. (Up to 10 points).

(3) The extent to which the proposed project will establish linkages with or will be coordinated with similar or related efforts, and with community, State, or Federal resources, where such opportunities and resources exist. (Up to 5 points).

(4) The extent to which the training or professional development services to be provided by the proposed project would be of sufficient quality, intensity, and duration to lead to improvements in practice among the project staff and instructors, including the extent to which the proposed training and professional development plans address ways in which learning gaps will be addressed and how continuous review of performance will be conducted to identify training needs. (Up to 5 points).

(c) Adequacy of resources (20 points)

The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers—

(1) The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization(s) and the Tribal entity or entities to be served. (Up to 5 points).

(2) The extent to which the budget is adequate and costs are reasonable in relation to the objectives of the proposed project. (Up to 5 points).

(3) The relevance and demonstrated commitment (e.g., through written CTE agreements, memoranda of understanding, letters of support and commitment, or commitments to employ project participants, as appropriate) of the applicant, members of the consortium, local employers, or Tribal entities to be served by the project. (Up to 5 points).

(4) The extent to which the project will use instructors who are certified to teach in the field in which they will provide instruction. (Up to 5 points).

(d) Quality of the Management Plan (25 points)

The Secretary considers the quality of the management plan for the proposed project. 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 the milestones and performance standards for accomplishing project tasks. (Up to 10 points).
- (2) 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. (Up to 5 points).
- (3) The extent to which the time commitments of the project director and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (Up to 5 points).
- (4) The qualifications, including relevant training, expertise, and experience, of the project director, key personnel, and project consultants. (Up to 5 points).

(e) Quality of the Project Evaluation (10 points)

The Secretary considers the quality of the project evaluation for the proposed project. In determining the quality of the project evaluation for the proposed project, the Secretary considers—

- (1) The extent to which the methods of evaluation proposed by the grantee are thorough, feasible, and include the use of objective performance measures that are clearly related to the intended outcomes of the project and the Government Performance and Results Act of 1993 (GPRA) performance measures. (Up to 5 points).
- (2) The extent to which the methods of evaluation will provide performance feedback and continuous improvement toward achieving intended outcomes. (Up to 5 points).

(f) Economic Development Plan (Up to 5 points)

In addition to the points to be awarded to applicants based on the selection criteria, under section 116 of the Act, the Secretary awards-

Up to 5 points to applications that propose exemplary approaches that involve, coordinate with, or encourage tribal economic development plans. (Up to 5 points)

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this collection is 1830-0542. Public reporting burden for this collection of information is estimated to average 107 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 a benefit and voluntary (20 U.S.C. 2326(b)(6)). If you have comments or concerns regarding the status of your individual submission of this form, please contact Gwen Washington or Linda Mayo at NACTEPgrant@ed.gov.