OMB Number: 4040-0004

View Burden Statement

Expiration Date: 12/31/2022

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| **Application for Federal Assistance SF-424** | | | | | | | | | | | |
| \* 1. Type of Submission: | | |  | \* 2. Type of Application: | | | \* If Revision, select appropriate letter(s): | | | | |
| Preapplication Application  Changed/Corrected Application | | | | New  Continuation \* Other (Specify):  Revision | | | | | | | |
| \* 3. Date Received: 4. Applicant Identifier: | | | | | | | | | | | |
| 5a. Federal Entity Identifier: | | | | | | | | 5b. Federal Award Identifier: | | | |
| **State Use Only:** | | | | | | | | | | | |
| 6. Date Received by State: | | | | | | 7. State Application Identifier: | | | | | |
| **8. APPLICANT INFORMATION:** | | | | | | | | | | | |
| \* a. Legal Name: | | | | | | | | | | | |
| \* b. Employer/Taxpayer Identification Number (EIN/TIN): | | | | | | | | \* c. Organizational DUNS: | | | |
| **d. Address:** | | | | | | | | | | | |
| * Street1: Street2: * City: County/Parish: * State: Province: * Country: USA: UNITED STATES * Zip / Postal Code: | | | | | | | | | | | |
| **e. Organizational Unit:** | | | | | | | | | | | |
| Department Name: | | | | | | | | Division Name: | | | |
| **f. Name and contact information of person to be contacted on matters involving this application:** | | | | | | | | | | | |
| Prefix:  Middle Name:  \* Last Name: Suffix: | |  | | | \* First Name: | | | |  | |  |
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|  | | |  | | | | | | |
| Title: | | | | | | | | | | | |
| Organizational Affiliation: | | | | | | | | | | | |
| \* Telephone Number: Fax Number: | | | | | | | | | | | |
| \* Email: |  | | | | | | | | |  | |

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| --- | --- | --- | --- |
| **Application for Federal Assistance SF-424** | | | |
| **\* 9. Type of Applicant 1: Select Applicant Type:**  Type of Applicant 2: Select Applicant Type:  Type of Applicant 3: Select Applicant Type:  \* Other (specify): | | | |
| **\* 10. Name of Federal Agency:** | | | |
| **11. Catalog of Federal Domestic Assistance Number:**  CFDA Title: | | | |
| **\* 12. Funding Opportunity Number:**  \* Title: | | | |
| **13. Competition Identification Number:**  Title: | | | |
| **14. Areas Affected by Project (Cities, Counties, States, etc.):** | Add Attachment | Delete Attachment | View Attachment |
| **\* 15. Descriptive Title of Applicant's Project:** | | | |
| Attach supporting documents as specified in agency instructions.  Add Attachments Delete Attachments View Attachments | | | |

**Application for Federal Assistance SF-424**

1. **Congressional Districts Of:**

* a. Applicant
* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

# Add Attachment Delete Attachment View Attachment

1. **Proposed Project:**

* a. Start Date: \* b. End Date:

1. **Estimated Funding ($):**

* a. Federal

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* b. Applicant
* c. State
* d. Local
* e. Other
* f. Program Income
* g. TOTAL
* **19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

# This application was made available to the State under the Executive Order 12372 Process for review on .

* 1. Program is subject to E.O. 12372 but has not been selected by the State for review.
  2. Program is not covered by E.O. 12372.
* **20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

# Yes No

If "Yes", provide explanation and attach

Add Attachment Delete Attachment View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

# \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: \* First Name:

Middle Name:

* Last Name: Suffix:
* Title:
* Telephone Number:
* Email:

Fax Number:

* Signature of Authorized Representative: \* Date Signed:

U.S. Department of Education

# **Supplemental Information for the SF-424**

**1. Project Director:**

Prefix: \* First Name: Middle Name: \* Last Name: Suffix:

Address:

\* Street1:

Street2:

\* City:

County:

\* State: \* Zip Code: Country:

\* Phone Number (give area code): Fax Number (give area code):

\* Email Address:

2. Novice Applicant:

Are you are a novice applicant as defined in the regulations in 34 CFR 75.225 (and included in the definitions page in the attached instructions)?

Yes No

3. Human Subjects Research:

1. Are any research activities involving human subjects planned at any time during the proposed Project Period?

Yes No

1. Are ALL the research activities proposed designated to be exempt from the regulations?

Yes Provide Exemption(s) # (s): ⁪ 1 ⁪ 2 ⁪ 3 ⁪ 4 ⁪ 5 ⁪ 6 7 8

Description: Box to check Yes.

No Provide Assurance #(s), if available:

Description: Box to check no

1. If applicable, please attach your “Exempt Research” or “Nonexempt Research” narrative to this form as indicated in the definitions page in the attached instructions.

OMB Number: 1894-0007 Expiration Date: 9/30/2020

**DISCLOSURE OF LOBBYING ACTIVITIES**

**CERTIFICATION REGARDING LOBBYING (80-0013)**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ''Disclosure of Lobbying Activities,'' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ''Disclosure of Lobbying Activities,'' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

\* APPLICANT’S ORGANIZATION

\* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: \* First Name: Middle Name:

\* Last Name: Suffix:

\* Title:

\* SIGNATURE: \* DATE:

OMB Control No. 1894-0005 (Exp. 06/30/2023)

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about the following provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

# **To Whom Does This Provision Apply?**

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

# **What Does This Provision Require?**

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

# **What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?**

The following examples may help illustrate how an applicant may comply with Section 427.

1. An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
2. An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
3. An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.
4. An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Description: Department of Education Logo | **U.S. DEPARTMENT OF EDUCATION**  BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS | | | | | | | | | | | OMB Control Number: 1894-0008  Expiration Date: 09/30/2023 | | |
| Name of Applicant Organization | | | | | | | | Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form. | | | | | | |
| **SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS** | | | | | | | | | | | | | | |
| Budget Categories | | Project Year 1  (a) | | Project Year 2  (b) | Project Year 3  (c) | Project Year 4  (d) | Project Year 5  (e) | | | Project Year 6  (f) | Project Year 7  (g) | | Total  (h) | |
| 1. Personnel | |  | |  |  |  |  | | |  |  | |  | |
| 2. Fringe Benefits | |  | |  |  |  |  | | |  |  | |  | |
| 3. Travel | |  | |  |  |  |  | | |  |  | |  | |
| 4. Equipment | |  | |  |  |  |  | | |  |  | |  | |
| 5. Supplies | |  | |  |  |  |  | | |  |  | |  | |
| 6. Contractual | |  | |  |  |  |  | | |  |  | |  | |
| 7. Construction | |  | |  |  |  |  | | |  |  | |  | |
| 8. Other | |  | |  |  |  |  | | |  |  | |  | |
| 9. Total Direct Costs (lines 1-8) | |  | |  |  |  |  | | |  |  | |  | |
| 10. Indirect Costs  \*Enter Rate Applied: | |  | |  |  |  |  | | |  |  | |  | |
| 11. Training Stipends | |  | |  |  |  |  | | |  |  | |  | |
| 12. Total Costs (lines 9-11) | |  | |  |  |  |  | | |  |  | |  | |
| **\*Indirect Cost Information *(To Be Completed by Your Business Office*):**  If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:   1. Do you have an Indirect Cost Rate Agreement approved by the Federal government? \_\_\_\_Yes \_\_\_\_No. 2. If yes, please provide the following information and provide a copy of your Indirect Cost Rate Agreement:   Period Covered by the Indirect Cost Rate Agreement: From: \_\_\_/\_\_\_/\_\_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_\_\_\_ (mm/dd/yyyy)  Approving Federal agency: \_\_\_\_ED \_\_\_\_Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The Indirect Cost Rate is \_\_\_\_\_\_\_\_\_%   1. If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? \_\_\_\_Yes \_\_\_\_No. If yes, you must comply with the requirements of 2 CFR § 200.414(f). 2. If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? \_\_\_\_Yes \_\_\_\_No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560. 3. For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:\_\_\_ Is included in your approved Indirect Cost Rate Agreement?   Or \_\_\_ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is \_\_\_\_\_\_\_\_\_%   1. For Training Rate Programs (check one) -- Are you using a rate that: \_\_\_\_Is based on the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4))? Or \_\_\_\_Is included in your approved Indirect Cost Rate Agreement, because it is lower than the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4)). | | | | | | | | | | | | | | |
| Name of Applicant Organization | | | | | | | | | Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form. | | | | |
| **SECTION B - BUDGET SUMMARY**  **NON-FEDERAL FUNDS** | | | | | | | | | | | | | |
| Budget Categories | | | Project Year 1  (a) | Project Year 2  (b) | Project Year 3  (c) | Project Year 4  (d) | Project Year 5  (e) | | | Project Year 6  (f) | Project Year 7  (g) | | Total  (h) |
|  | | |  |  |  |  |  | | |  |  | |  |
| 1. Personnel | | |  |  |  |  |  | | |  |  | |  |
| 2. Fringe Benefits | | |  |  |  |  |  | | |  |  | |  |
| 3. Travel | | |  |  |  |  |  | | |  |  | |  |
| 4. Equipment | | |  |  |  |  |  | | |  |  | |  |
| 5. Supplies | | |  |  |  |  |  | | |  |  | |  |
| 6. Contractual | | |  |  |  |  |  | | |  |  | |  |
| 7. Construction | | |  |  |  |  |  | | |  |  | |  |
| 8. Other | | |  |  |  |  |  | | |  |  | |  |
| 9. Total Direct Costs  (Lines 1-8) | | |  |  |  |  |  | | |  |  | |  |
| 10. Indirect Costs  \*Enter Rate Applied: | | |  |  |  |  |  | | |  |  | |  |
| 11. Training Stipends | | |  |  |  |  |  | | |  |  | |  |
| 12. Total Costs  (Lines 9-11) | | |  |  |  |  |  | | |  |  | |  |
| **SECTION C – BUDGET NARRATIVE** (see instructions) | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant Organization | | | | | | Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form. | | | |
| **IF APPLICABLE: SECTION D – LIMITATION ON ADMINISTRATIVE EXPENSES** | | | | | | | | | |
| 1. **List administrative cost cap (x%): \_\_\_\_\_** 2. **What does your administrative cost cap apply to? \_\_ (a) indirect and direct costs or \_\_ (b) only direct costs** | | | | | | | | | |
| Budget Categories | Project Year 1  (a) | Project Year 2  (b) | Project Year 3  (c) | Project Year 4  (d) | Project Year 5  (e) | | Project Year 6  (f) | Project Year 7  (g) | Total  (h) |
|  |  |  |  |  |  | |  |  |  |
| 1. Personnel Administrative |  |  |  |  |  | |  |  |  |
| 2. Fringe Benefits Administrative |  |  |  |  |  | |  |  |  |
| 3. Travel Administrative |  |  |  |  |  | |  |  |  |
| 4. Contractual Administrative |  |  |  |  |  | |  |  |  |
| 5. Construction Administrative |  |  |  |  |  | |  |  |  |
| 6. Other Administrative |  |  |  |  |  | |  |  |  |
| 7. Total Direct Administrative Costs (lines 1-6) |  |  |  |  |  | |  |  |  |
| 8. Indirect Costs  \*Enter Rate Applied: |  |  |  |  |  | |  |  |  |
| 9. Total Administrative Costs |  |  |  |  |  | |  |  |  |
| 10. Total Percentage of Administrative Costs |  |  |  |  |  | |  |  |  |
|  | | | | | | | | | |