U.S. Department of Education
Office of Elementary and Secondary Education
School Choice and Improvement Programs
Washington, D.C. 20202-5970

Fiscal Year 2022
Application for New Grants Under
the Magnet Schools Assistance Program
ALN 84.165A
FORM APPROVED
Approved OMB Number: 1855-0011
Expiration Date: 7/31/2022

Dated Material - Open Immediately
CLOSING DATE: XX, 2022

TABLE OF CONTENTS

I.	**LETTER TO THE APPLICANT**

Dear Applicant:

Thank you for your interest in the Magnet Schools Assistance Program (MSAP), administered by the Office of Elementary and Secondary Education, School Choice & Improvement Programs of the U.S. Department of Education (Department). MSAP, authorized under the Elementary and Secondary Education Act of 1965 (ESEA), as amended, provides funding to local educational agencies to assist with desegregation of schools through the implementation of magnet schools designed to reduce, eliminate, or prevent minority group isolation, assist in the achievement of systemic reforms, and provide all students with the opportunity to meet challenging academic content and student achievement standards.

Please thoroughly review the Notice Inviting Applications (NIA) for FY 2022 published in the Federal Register, especially the selection criteria, competitive preference priorities, 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) and (c)).

The Department expects to award up to $100,000,000 in FY 2022 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 60 months. Grants are expected to be awarded no later than September 30, 2022.

I invite you to take advantage of this opportunity to implement magnet schools that allow your district to achieve the goals of your desegregation plans; provide more students with access to diverse learning environments; address minority group isolation; provide equitable access to innovative practice; and provide families with more choices of educational environments that build the knowledge and skills their children need to be successful. Please visit our program website at https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/school-choice-improvement-programs for more information about the MSAP program.

Finally, the Department will be able to develop a more efficient process for reviewing grant applications if it has a better understanding of the number of entities that intend to apply for funding under this competition. Therefore, we encourage potential applicants to notify us of their intent to submit an application by emailing msap.team@ed.gov with the subject line, "[LEA Name(s)] Intent to Apply" by [application date +45 days].

If you have any questions about the program after reviewing the application package, please contact Gillian Cohen-Boyer by telephone at (202) 401-1259 or via e-mail at msap.team@ed.gov.

Sincerely,

Elson Nash, Director
School Choice & Improvement Programs

II.   NOTICE INVITING APPLICATIONS

**Notice Inviting Applications for New Awards for Fiscal Year (FY) 2022
Assistance Listing Number (ALN) Number: 84.165A.**

Magnet Schools Assistance Program

Applications Available: XX 2022

Deadline for Notice of Intent to Apply: +45 days

Deadline for Transmittal of Applications: +90 days

**<u>The full text of the Magnet Schools Assistance Program FY 2022 Notice Inviting
Applications can be found on the Federal Register Website</u>.**

III.	THE APPLICATION PROCESS

The following is a brief overview of the application process for the Magnet Schools Assistance Program (MSAP):

Getting Started

All interested applicants should first thoroughly review the Notice Inviting Applications (NIA) for FY 2022 published in the Federal Register. The NIA provides the following helpful information:
- Background information and purpose of the program;
- Eligibility requirements;
- Competitive Preference Priorities;
- Selection Criteria and assigned points;
- Instructions on how to electronically submit the application.

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

Pre-Application Webinar Information

The Department intends to provide technical assistance to interested applicants. Detailed information regarding technical assistance webinars will be provided on the program website and a recording of each webinar will be available on the website following the session(s).

These technical assistance webinars will cover, at a minimum:
- The 2021 NIA and Application Process
- Desegregation Plans and MSAP programming
- Logic Models
- Evidence-based Programming and Evaluation Studies

Completing and Submitting Your Application

A complete application consists of the following components:
- Abstract Narrative;
- Project Narrative;
- Budget Narrative;
- Appendices and Required Forms, including
  o MSAP Specific Desegregation Plan Forms and Assurances and
  o Federally Required Certifications and Attestations.

Each component is discussed in detail in the subsequent pages of this application package. Once the application is complete, it must be submitted electronically using the Grants.gov application system. A detailed discussion of Grants.gov may also be found in the subsequent pages of this application package. Applicants are encouraged to familiarize themselves with this system and to submit their applications early.

All **MSAP** applications must be received on or before **XX, 2022.**

It is **mandatory** for applicants to use Grants.gov. We strongly encourage you to familiarize yourself with and register for the for the Grants.gov system *and* submit early. Only applications submitted in a timely manner using Grants.gov will be considered for funding. Late applications <u>will not be accepted</u>. The Department is required to enforce the established deadline to ensure fairness to all applications.

<u>We strongly recommend that you do not wait until the last day to submit your application</u>. The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 11:59 p.m. Eastern Time on the deadline date, the Grants.gov system will not accept it.

Please note that U.S. Department of Education grant application deadlines are 11:59 p.m. Eastern Time. No changes or additions to an application will be accepted after the deadline date and time.

Application Checklist

Use the checklist that follows as a guide to ensure that your application is complete and includes all of the necessary forms and information.

Application Overview

- O A project abstract (no more than one page in length)
- O Application for Federal Assistance Form (SF-424)
- O ED Supplement to the SF-424
- O A table of contents for the program narrative

Program narrative

- O Narrative Responses to Competitive Preference Priorities 1-6 and Invitational Priorities 1-2, as applicable.
- O Narrative Responses to MSAP Selection Criteria
- O Competitive Preference Tables -
    - O Table 5 - New or Revised Magnet Schools Projects-Competitive Preference 2
    - O Table 6 - Selection of Students-Competitive Preference 3
- O Budget forms (ED Form 524)
- O Budget Narrative - itemized budget, with line-item descriptions and explanations

Required Documents for Eligibility

- O Desegregation Plan
    - O Cover Form and Attachments
    - O Summary Information Form
    - O Magnet Schools Assistance Program Assurances

- O Enrollment Data Tables
    - O Table 1—Magnet Schools included in the Project
    - Table 2—LEA-Level Enrollment Data
    - O Table 3—Magnet School Enrollment Data
    - O Table 4—Feeder School Enrollment Data

Additional Assurances and Certifications

- O Grants.gov Lobbying Form
- O Required response to Section 427 of GEPA
- O SF LLL Disclosure of Lobbying Activity

Attachments

- O Resumes of key personnel
- O Letters of support (optional)
- O Written agreement between parties to a joint application for Competitive Priority 5 (if applicable)

o Supporting Evidence for Competitive Priority 2 (if applicable)
o Logic Model (optional)

Instructions for ED Abstract Narrative

The abstract is to be attached to the "ED Abstract Attachment Form" in the application package in Grants.gov.

The abstract narrative must not exceed one page and should use language that will be understood by a range of audiences.

For all projects, include the project title, major project goals and objectives, and the names of the magnet schools that will participate in the project, whether the magnets are new or revised, a brief description of the special curricular program(s) (e.g., Math and Science, Montessori, Performing Arts, etc.) that each magnet school will implement, including if the program is school wide or a school within a school, and the number of students expected to participate in each magnet school program.

Instructions for Application/Project Narrative

<u>Project Narrative Attachment Form</u> (found in the Grants.gov application package) – This is where applicants will attach their narrative responses to the Competitive Preference and Invitational Priorities as well as a response to the Selection Criteria laid out in the notice inviting applications (NIA).

This part of the application constitutes the portion of the application that is subject to the suggested page limit described in the Federal Register NIA for this competition.

To facilitate the review of your MSAP application, we recommend that you address the Priorities to which you are responding and then the selection criteria in the order in which they appear in the Federal Register NIA for this competition.

<u>Competitive Priority Attachments</u>
If you choose to apply for the following Competitive Preference Priorities, please note the following required documents –

- For Competitive Preference Priority 2 - "Evidence Supporting New and Revised Projects" you should complete and attach Table 5 and up to two studies as described below.
- For Competitive Preference Priority 3 – "Selection of Students," you should also complete and attach Table 6.
- For Competitive Preference Priority 5 – Applicants must also submit a Joint Letter of Application as described in <u>EDGAR, 34 CFR 75.128</u>.

The information needed to respond to these priorities is not subject to the suggested page limit that applies to the application/project narrative part of the application.

<u>Additional Information regarding Competitive Preference Priority 2 - Evidence Supporting New and Revised Projects</u>

1. Overview

Section 44069(B), [20 U.S.C.7231] directs the Secretary to prioritize programs that propose to (1) carry out a new evidence-based (as defined in the notice) magnet school program; (2) significantly revise an existing magnet school program using evidence-based methods and practices, as available; or (3) replicate an existing magnet school program that has a demonstrated record of success in increasing student academic achievement and reducing isolation of minority groups.

Applicants applying for Competitive Preference Priority 2 should specify the intervention(s) in the study or studies that you plan to implement and the findings within the citations that you are requesting to be considered as evidence-based, including page number(s) of specific applicable tables in those citations. The Department will not consider a study citation or citations that you fail to clearly identify for review. **No more than two studies** may be submitted under this part.

In addition to referencing the study citation(s) in the application narrative, **you must include a copy of the full study or studies in the Appendix**. References to the citation(s) or the provision of publicly accessible links that lead to the study or studies are not, in and of themselves, sufficient. If the Department determines that an applicant has provided insufficient information, the applicant will not have an opportunity to provide additional information at a later time.

2. Instructions for Submitting Evidence

As a guide, we offer the following example for submitting evidence. We suggest that you address the three following pieces (citation, citation outcome(s), and relevance to proposed project) in your response to satisfy Competitive Preference Priority 2.

   a. <u>Citation</u>. Provide the full citation for each study you are putting forth for consideration. If the study has been reviewed by the What Works Clearinghouse, please include the rating it received.

   Example:

   Bettinger, E.P., & Baker, R. (2011). The effects of student coaching in college: An evaluation of a randomized experiment in student mentoring. Stanford, CA: Stanford University School of Education.

   Meets What Works Clearinghouse Group Design Standards without Reservations.

   b. <u>Citation Outcome(s)</u>. Describe: 1) the outcomes in the study presented and how those outcomes are statistically significant; and 2) how the outcomes in the evidence relate to the outcomes in your project.

   Example:

This study found that students assigned to receive coaching and mentoring were significantly more likely than students in the comparison group to remain enrolled at their institutions.

The proposed project will create an institutional mentoring and support structure that trains the professional staff and faculty coaches on how and when to effectively communicate with students who are at risk for withdrawing from or failing out of school.

c. <u>Relevance to Proposed Project</u>. Briefly describe the intervention used in the study. What link is there between the study presented and proposed MSAP project? How does the evidence the study provides support your project or elements of your project? Will your proposed project measure the same outcomes? To what degree is the population your project intends to serve similar to the population described in the study?

Example:

The intervention in the study is a form of college mentoring called student coaching. Students were randomly assigned an individual coach who helped students throughout the first year of college. Coaches helped with a number of issues, including prioritizing studies and identifying barriers and ways to overcome them. Coaches were encouraged to contact their assignees by either phone, email, text messaging, or social networking sites.

Our project will train professional staff and faculty coaches on the most effective way(s) to communicate with their mentees, suggest topics for mentors to talk to their mentees, and be aware of signals to prevent withdrawal or academic failure.

The full study sample consisted of 13,555 students. The number of students examined for purposes of retention was 2,694. Sample characteristics for just these students are not presented; thus, the following characteristics are for the full sample of students in the study: control had a mean of 49% females, intervention group had a mean of 50% females and the average age for control students was 30.5, for intervention students it was 30.6.

Alpha Beta Community College has 7,000 new students every year with a retention/completion rate of 55%. Our student body has 48% males and 52% females. ABCC student body has an average age of 28.5 years.

The What Works Clearinghouse Procedures and Standards Handbook (Version 3.0), as well as the What Works Clearinghouse Handbooks released in October 2017 (Version 4.0) and January 2020 (Version 4.1), are available at: https://ies.ed.gov/ncee/wwc/Handbooks.

3. <u>Related Information Regarding Evidence and Evaluation</u>
Section IV (4) and (5) of the NIA outlines reporting requirements, should the applicant be

successful in obtaining an award. In your response to the selection criteria under evaluation you will want to take these requirements into consideration. At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118. For specific requirements on grantee reporting, please refer to the ED Grant Performance Report (ED 524-B Form) at:
http://www.ed.gov/fund/grant/apply/appforms/appforms.html and see below for further details:

Evidence of Promise Study:
It is not required that the final evaluation report addressing the study to produce promising evidence described under the evaluation selection criteria be related to the study or intervention described above for Competitive Preference Priority 2, however it may be. The Evidence of Promise Study should be seen as a tool to assist in meeting one of the purposes of the MSAP grant which is to improve the LEA's capacity to continue operating magnet schools at high performance levels beyond the period of funding. On an annual basis, grantees will be asked to submit information on the progress of the Study in preparation for the Final Report due at the end of the grant, which will address the following five core elements:

1. **Study intervention** – What is being evaluated (schools, component of program)?
2. **Study goals** – What are the research questions?
3. **Study contrast** – How is the study sample comprised? What is the comparison condition? Is the study sample of sufficient size (e.g., number of students, teachers, or schools) that there is adequate statistical power to detect relationships or effects?
4. **Measurement** – What are the key outcome measures? What data will be collected, and when will they be collected?
5. **Analysis approach** – What model(s) will be used? How will missing data be handled? Are there relevant subgroup analyses? Which sensitivity tests are necessary?

GPRA Indicators and Performance Reporting
Additionally, the MSAP program has established five program-wide performance measures on which grantees will report annually, in addition to project-specific measures, to assess progress toward meeting the purpose of the MSAP. Three are annual measures and two are long-term measures.

The three annual performance measures are:

(1) The number and percentage of magnet schools receiving assistance whose student enrollment reduces, eliminates, or prevents minority group isolation.
(2) The percentage increase of students from major racial and ethnic groups in magnet schools receiving assistance who score proficient or above on State assessments in reading/language arts as compared to previous year's data.
(3) The percentage increase of students from major racial and ethnic groups in magnet schools receiving assistance who score proficient or above on State assessments in mathematics as compared to previous year's data.

The two long-term performance measures are:

      (4) The percentage of magnet schools that received assistance that are still operating magnet school programs three years after Federal funding ends.

      (5) The percentage of magnet schools that received assistance that meet the State's annual measurable objectives and, for high schools, graduation rate targets at least three years after Federal funding ends.

Instructions for Budget Narrative

The <u>Budget Narrative Attachment Form</u> in the Grants.gov application package is where applicants attach budget information.

Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show the breakdown of the specific expenses attributable to each sub-project or activity for each budget category of a project year. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

Additionally, in providing explanations and comments, applicants should identify planning costs, which are subject to limitations under Section 4408 of the MSAP Statute. Specifically, planning costs are limited to 50% of the amount awarded for the first year of the project; 15% for the second year of the project; and 15% for the third year of the project, and are not permissible in years 4 and 5. Planning costs would include, for example, any cost incurred in the first year of a project for a magnet school that would not begin to implement its program until the second year of the project. Applicants are reminded that evaluation costs and professional development costs are <u>not</u> considered to be planning costs.

NOTE: To ensure that students can access the magnet school and the school can draw a diverse student body despite segregated housing patterns, transportation is an allowable cost under MSAP. However, section 4407(A)(9) stipulates that the costs of such transportation must not represent a significant portion of the grant funds received by an local education agency (LEA) and must be sustainable beyond the grant period. If your budget includes funds for students' transportation to and from the magnet school, please stipulate this clearly in your budget narrative and detail how your LEA will be able to meet the requirements of section 4407(A)(9).

Finally, if you are requesting reimbursement for indirect costs on line 10, specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied and include a copy of LEA's approved indirect cost rates. Provide other explanations or comments you deem necessary.

<h1 style="text-align:center">Instructions for Other Documents & Attachments</h1>

All applicants are required to submit the following documents and attachments:

Desegregation Plan Information Form, Summary and Assurances

Check the appropriate box to indicate whether you are implementing a required plan or a voluntary plan. You must also:
- Attach copies of the appropriate documents (described in further detail below) based on the type of desegregation plan being implemented.
- Provide summary information for the desegregation plan as outlined on the attached form.
- Attach the Magnet School Assurances Form.

Tables 1 – 4—Enrollment Data

These tables provide current and projected enrollment data for the LEA the magnet schools included in the project, and the schools from which students would be drawn (feeder schools). Applicants are required to submit this data pursuant to 34 C.F.R. §280.20(c) and (f). Specific instructions for this set of tables are included with the tables. A separate copy of Table 3 will be needed for each magnet school included in the project.

Tables 1-4 are located on the MSAP website at https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/school-choice-improvement-programs/magnet-school-assistance-program-msap/applicant-info-and-eligibility/. Please download the forms, complete the forms, "save as" the table number, and upload the completed forms as an attachment to the rest of the application in Grants.gov.

The following items are optional and should be included in the applicant's submission as applicable:

Table 5— Evidence for New or Revised Magnet Schools Projects-Competitive Preference Priority 2

The questions are designed to help applicants identify if the schools included in the proposed project are considered new or revised programs, and if revised, the significance of the revision.

Table 5: Evidence Supporting New or Revised Projects-Competitive Preference Priority 2
Instructions: ▪ If all of the schools participating in the project are new magnet schools, indicate "No Revised Magnet Schools Participating in the Project" in the first box below: "Nature of Revision or Change to the Magnet School."   ▪ For each existing magnet school the applicant proposes to revise, briefly describe the nature of the change that is being made to the magnet school program at that school (for

example, expansion of program from PWS serving 50 students to whole-school program serving 400 students; adding medical sciences within school to complement other PWS and serve greater total number of students; upgrade thematic curriculum to maintain program attractiveness; replace existing magnet program, etc.); and

- Explain the significance of the revision to the magnet school. Relevant information might include, for example, discussion of diminishing effectiveness of the existing program; what would be accomplished or achieved as a result of the revision to the magnet program; the expected benefits or effects that would result from implementation of the revision; the need, if appropriate, to expand from a within-school program to a whole-school program; etc.
- Provide evidence as described in the Application Package to demonstrate that the school(s) are evidence based.
- Use additional sheets, if necessary.

LEA Name:
Magnet School:
Nature of Revision or Change to the Magnet School:
Explanation of How or Why the Revision is Significant:

Table 6— Selection of Students-Competitive Preference Priority 3

Provide data for each magnet school included in the project. Specific instructions for this table are included with the table. Complete a separate Table 6 for each school in the proposed project.

Table 6: Selection of Students-Competitive Preference 3

Instructions:

For each magnet school included in the project:

- Indicate whether academic examination is used as a factor in the selection of students for the magnet school and, if so, how it is used.
- Briefly describe how students are selected (e.g., weighted lottery, first come/first served, etc.). In the description, identify the criteria that are used, if any, in selecting students and indicate how each of those criteria is used in the process.
- If the process and use of academic criteria apply to more than one of the magnet schools include the name of each school in the "Magnet School(s)" field.
- Use additional sheets or space, if necessary.
- Information on the student selection processes used by other magnet schools (i.e., magnet schools that are not included in the project) is not needed.

LEA Name:

Magnet School(s):

Check the appropriate box:
☐ Academic examination is a criterion in the magnet school student selection process.

☐ Academic examination is not a criterion in the magnet school student selection process.

Describe the student selection process.

Magnet School(s):

Check the appropriate box:
☐ Academic examination is a criterion in the magnet school student selection process.

☐ Academic examination is not a criterion in the magnet school student selection process.

Describe the student selection process.

Joint Application Information - Competitive Preference Priority 5

If the application is a joint application between two or more local educational agencies to implement an inter-district magnet schools plan, the application must provide the information described in 34 CFR 75.128 concerning the agency that will be designated as the applicant and the agreement between members of the group. Please note that per 34 CFR 74.129, all LEAs must provide legally required data, such as signed MSAP

Assurance forms and LEA Enrollment Tables.

Resumes

Provide individual resumes for the proposed project directors and other key personnel described in project narrative. Provide brief resumes or, for positions that would be filled after a grant is awarded, job descriptions that include relevant qualifications for the individual(s) that the district would seek to recruit for those positions. Each resume should be limited to no more than three pages in length.

Letters of Support (Optional)

Logic Model (Optional)

As described in the NIA, in the context of addressing the Selection Criteria for this program, particularly the first section addressing Desegregation, it is recommended that applicants include a logic model depicting the connection between the proposed project activities and the Desegregation Plan goals summarized in the Desegregation Plan Summary Form described above.

IV.   DEMONSTRATION OF MSAP ELIGIBILITY

Desegregation Plan and Assurances

To facilitate the review of the LEA's Desegregation Plan for the purposes of determining eligibility for an MSAP award, please provide the following information:

1. Plan Type – Please check the appropriate box and attach required documentation

o A Required Plan: A plan that is undertaken pursuant to a final order issued by a court of the United States, or a court of any State, or any other state agency or official of competent jurisdiction that requires the desegregation of minority group segregated children or faculty in the elementary and secondary schools of that agency or those agencies. Attach the Following Documents: • A copy of the court or agency order that demonstrated that the magnet school(s) for which assistance is sought under the grant are a part of the approved plan. • All subsequent related court orders. • If a State Agency-Required Plan, include documentation showing state agency approval of the plan. • If an OCR-Required Plan: the original OCR-required desegregation plan. Modifications to Plans: If the applicant is implementing a previously approved plan that does not include the magnet school(s) for which assistance is requested, the plan must be modified to include the new magnet school(s). The applicant must obtain approval of the new magnet schools, or any other modification to its desegregation plan, from the court, agency or official that originally approved the plan. The date by which proof of approval of any desegregation plan modification must be submitted to the US Department of Education is identified in the closing date notice. Any **required desegregation plan modification** should be received by [30 days following the application submission date] and should be scanned and emailed to Attn: Gillian Cohen-Boyer at msap.team@ed.gov or mailed to: Gillian Cohen-Boyer U.S. Department of Education Office of Elementary and Secondary Education	o A Voluntary Plan: A plan to reduce, eliminate, or prevent minority group isolation that is being implemented (or would be implemented if assistance under the Magnet Schools Assistance Program is made available) on either a voluntary basis or as required under Title VI of the Civil Rights Act of 1964. *Attach the Following Documents* • A copy of the plan • A copy of the school board resolution adopting and implementing the plan or agreeing to adopt and implement the plan upon the award of assistance. • If the applicant is not a traditional LEA, but rather an entity considered an LEA for the purposes of grants (such as some charter school LEA or regional service providers), include appropriate documentation indicating the entity is an eligible LEA under MSAP in the State where the entity proposes to create, implement, or expand magnet schools to support the appropriate approvals described above.

400 Maryland Avenue SW Washington, DC 20202-5970	

2. Desegregation Plan Summary

Please submit a summary of your desegregation plan demonstrating that the plan will reduce, eliminate, or prevent minority group isolation (MGI) in a magnet school or feeder school with **substantial proportions of minority students**.

Please note that in the context of MSAP, Finally, the definition of minority groups can be found in MSAP's regulations at 20. U.S.C. 280.feeder schools," is not used in the traditional sense, but rather refers to the schools that students attending magnet schools would otherwise have attended had the magnet school not been available. "the termAlso, enrollment of a particular group of minority students is so high within a school that exposure to students of other races is limited. describes situations in which theMGI

The summary should be no more than two pages and identify or describe:

- The overarching goals of the desegregation plan.

- The definition or description of minority group isolation in the LEA(s).

- Each elementary or secondary school (either proposed magnet schools or their feeders) in which the project is intended to reduce, prevent, or eliminate minority group isolation.

- The racial/ethnic group targeted for reducing, eliminating, or preventing minority group isolation at each MSAP school or (if the minority group isolation being addressed is occurring at one or more feeders) feeder.

- How each school being targeted for the reduction, prevention, or elimination of minority group isolation fits into the LEAs' school configuration and enrollment patterns.

- How the development or revision of magnet schools proposed in the desegregation plan is designed—by strategic placement of programming, selection of special curricula, targeted recruitment or otherwise—to effectively prevent, reduce, or eliminate minority group isolation in elementary or secondary schools with substantial proportions of minority students.

3. Magnet Schools Assistance Program Assurances

In accordance with section 4405(b)(2) of the ESSA, the applicant hereby assures and certifies that it will——

(A) use grant funds under this part for the purposes specified in section 4401(b);

(B) employ highly qualified teachers in the courses of instruction assisted under this part;

(C) not engage in discrimination based on race, religion, color, national origin, sex, or disability in the hiring, promotion, or assignment of employees of the applicant or other personnel for whom the applicant has any administrative responsibility;

(D) not engage in discrimination based on race, religion, color, national origin, sex, or disability in the assignment of students to schools, or to courses of instruction within the schools, of such applicant, except to carry out the approved plan;

(E) not engage in discrimination based on race, religion, color, national origin, sex, or disability in designing or operating extracurricular activities for students;

(F) carry out a high-quality education program that will encourage greater parental decision-making and involvement; and

(G) give students residing in the local attendance area of the proposed magnet school program equitable consideration for placement in the program, consistent with desegregation guidelines and the capacity of the applicant to accommodate the students.

      *   *   *   *   *   *   *   *   *   *   *   *

If the applicant has an approved desegregation plan, the applicant hereby assures and certifies that it is implementing that desegregation plan as approved.

_____   _____

Signature of Authorized   Date
Representative

_____

Printed Name & Title of Authorized Representative:

These instructions apply to Tables 1-4. See Page for example forms. The tables are displayed in a suggested format. The tables that are included in this application guide packet are for demonstration only. The official enrollment data tables are located on the Magnet Schools Assistance Program website at https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/school-choice-improvement-programs/magnet-school-assistance-program-msap/applicant-info-and-eligibility/. You will need to download each fillable PDF table, complete the table, "save as" the appropriate table name, and upload each table with your application in Grants.gov. Please note that while this information is required, applicants that are unable to provide some portion of the data may provide other information to demonstrate that the creation or operation of its proposed magnet school would reduce, eliminate or prevent minority group isolation.

<u>Year of Implementation for Existing Magnet Schools Included in Project - Table 1</u>

Table 1 requires applicants to list all of the magnet schools included in the project, whether they are whole school or programs within school magnets, whether they planned for creation with MSAP funding and therefore new, or existing magnets, and for existing magnet schools — schools that already implement a magnet program, whether or not the magnet program has been previously supported by MSAP funds— the school year in which the school began implementation of a magnet program.

<u>Enrollment Data for the Local Educational Agency (LEA) – Table 2</u>

Table 2 requires applicants to provide LEA-level enrollment data for the current school year and projected enrollment for five subsequent school years.

If the proposed magnet is an existing magnet, please first provide LEA level data for the year prior to that school's creation. Then, provide actual enrollment data for the current school year as of October 1, 2021 (or the closest date to October 1, 2021 when the LEA's enrollment data was collected) for the grade levels (e.g., PK-8, as applicable) affected by the project. Enrollment data must be disaggregated by race and ethnicity.

Then, provide enrollment data for the grade levels affected by the magnet project that shows the projected number of students as of October 1, 2022 (Project Yr. 1: School Yr. 2022-2023), October 1, 2023 (Project Yr. 2: School Yr. 2023-2024), October 1, 2024 (Project Yr. 3: School Yr. 2024-2025), October 1, 2025 (Project Yr. 4: School Yr. 2025-2026), and October 1, 2026 (Project Yr. 5: School Yr. 2026-2027). This enrollment data also must be disaggregated by race and ethnicity.

- ❖ All current or past enrollment data must be complete, accurate, and disaggregated by race and ethnicity. Applicants may not submit suppressed data.
- ❖ Enrollment projections should assume full implementation of the project consistent with the description, including timelines, outlined in the application.
- ❖ The narrative of the application should explain any enrollment projections that show

inconsistent trends or dramatic changes in enrollment data.

Enrollment Data for the Magnet Schools Included in the Project – Table 3

Table 3 requires applicants to provide, for all magnet schools included in the project, enrollment data for the current school year and projected enrollment for five subsequent school years.

If the proposed magnet is an existing magnet, please first provide data for the year prior to that school's creation. Then, provide actual enrollment data as of October 1, 2021 (or the closest date to October 1, 2021, when the LEA's enrollment data was collected) by grade for each magnet school included in the project. This enrollment data must be disaggregated by race and ethnicity.

Then, provide projected enrollment data by grade for each magnet school that shows the projected number of students as of October 1, 2022 (Project Yr. 1: School Yr. 2022-2023), October 1, 2023 (Project Yr. 2: School Yr. 2023-2024), October 1, 2024 (Project Yr. 3: School Yr. 2024-2025), October 1, 2025 (Project Yr. 4: School Yr. 2025-2026), and October 1, 2026 (Project Yr. 5: School Yr. 2026-2027). This enrollment data also must be disaggregated by race and ethnicity.

- ❖ If the proposed magnet school is a new school and therefore there is no enrollment for the 2021-2022 school year, provide an estimate of the enrollment that the school would have had for the 2021-2022 school year if it had operated as a regular school, consistent with the applicant's policy for assigning students to regular non-magnet schools.
- ❖ All actual enrollment data must be complete, accurate, and disaggregated by race and ethnicity. Applicants may not submit suppressed data.
- ❖ Enrollment projections should assume full and successful implementation of the project consistent with the description, including timelines, outlined in the application.
- ❖ The narrative of the application should explain any enrollment projections that show inconsistent trends or dramatic changes in enrollment data. For example, if you project that enrollment of African American students will decline in year one, increase in year two, and decline again in year three, please provide an explanation.
- ❖ Enrollment projections should be consistent with the minority group isolation annual targets reflected in the applicant's performance measures.

Enrollment Data for Feeder Schools – Table 4

Table 4 asks applicants to provide, for all feeder schools, enrollment data for the current school year and projected enrollment data for five subsequent school years. The Magnet Schools Assistance Program defines "feeder schools" as the schools from which students are drawn—that is, the schools at the same grade level as the magnet school that students would have attended if they did not attend the magnet school.

First, provide actual enrollment data as of October 1, 2021 (or the closest date to October 1, 2021 when the LEA's enrollment data was collected) for each feeder school that shows the

number of students enrolled in those schools and identifies the magnet school(s) associated with each feeder school. This enrollment data must be disaggregated by race and ethnicity.

Provide projected enrollment data for the feeder schools identified above that shows the projected number of students as of October 1, 2022 (Project Yr. 1: School Yr. 2022-2023), October 1, 2023 (Project Yr. 2: School Yr. 2023-2024), October 1, 2024 (Project Yr. 3: School Yr. 2024-2025), October 1, 2025 (Project Yr. 4: School Yr. 2025-2026), and October 1, 2026 (Project Yr. 5: School Yr. 2026-2027). This enrollment data must be disaggregated by race and ethnicity.

- ❖ All actual enrollment data must be complete, accurate, and disaggregated by race and ethnicity. Applicants may not submit suppressed data.
- ❖ If the application is a joint application, provide separate data for the schools of each participating LEA.
- ❖ Enrollment projections should assume full and successful implementation of the project consistent with the description, including timelines, outlined in the application.
- ❖ The narrative of the application should explain any enrollment projections that show inconsistent trends or dramatic changes in enrollment data. For example, if you project that enrollment of African American students will decline in year one, increase in year two, and decline again in year three, please provide an explanation.
- ❖ Enrollment projections should be consistent with the minority group isolation annual targets reflected in the applicant's performance measures.

LEA Name:			
Table 1: Magnet Schools Included in the Project OMB-1855-0011- Expiration 07/31/2022 • *Please list each magnet proposed for development, expansion, and/or implementation as part of the application.* • *Indicate if the proposed magnet will be a whole-school magnet or a magnet program within a school (PWS).* • *Please indicate whether the magnet will be newly created as part of the MSAP project or is an existing magnet being further developed or revised. If the magnet is existing, indicate the first year it was implemented.*			
Magnet Name	**Whole-School Magnet or Magnet Program Within a School**	**New or Existing**	**If Existing, First School Year as a Magnet**

LEA Name:

Table 2: Enrollment Data-LEA Level OMB-1855-0011- Expiration 07/31/2022
- *If the proposed magnet(s) are existing, first provide data for the year prior to the magnet's creation. Complete a separate table for each existing magnet as needed.*
- *All LEAs (individually or as part of a consortium) should then provide current data as of October 1, 2021, and projected data for Project Years 1-5 (October 1, 2022-2026).*
- *For projected data, assume implementation of MSAP and provide realistic and logical data, consistent with data elsewhere in the application, to the extent possible.*

Actual Enrollment
(School Year Prior to Magnet's Creation—October 1, Insert year)

Grade Level	American Indian / Alaskan Native (#)	American Indian / Alaskan Native (%)	Asian (#)	Asian (%)	Black or African American (#)	Black or African American (%)	Hispanic/Latino (#)	Hispanic/Latino (%)	Native Hawaiian or Other Pacific Islander (#)	Native Hawaiian or Other Pacific Islander (%)	White (#)	White (%)	Two or more races (#)	Two or more races (%)	Total Students
PK															
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
Total															

LEA Name:	
Magnet Name:	• Whole-school magnet • Magnet program within a school

Table 3: Enrollment Data-Magnet Schools OMB-1855-0011- Expiration 07/31/2022
- Provide data for all students in each grade the school enrolls for each magnet school participating in this project. Complete this form for each magnet as needed.
- If an existing magnet, first provide enrollment data for the year prior to the creation of the magnet.
- Indicate whether the data is for a whole-school magnet or a magnet program within a school (PWS). If a PWS, provide PWS enrollment data in this table and report the whole-school enrollment data in Table 4.
- Projected data for Years 1, 2, 3, 4, and 5 of the project should be based on the anticipated enrollment of the magnet school if the project is successfully implemented. Projected data should be realistic, logical, and consistent with other data found in the application.

Magnet Actual Enrollment
(Year Prior to Magnet Creation—October 1, Insert year)

Grade Level	American Indian / Alaskan Native (#)	American Indian / Alaskan Native (%)	Asian (#)	Asian (%)	Black or African American (#)	Black or African American (%)	Hispanic/Latino (#)	Hispanic/Latino (%)	Native Hawaiian or Other Pacific	Native Hawaiian or Other Pacific	White (#)	White (%)	Two or more races (#)	Two or more races (%)	Total Students
PK															
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
Total															

Magnet Actual Enrollment
(Current School Year—October 1, 2021)

Grade Level	American Indian / Alaskan Native (#)	American Indian / Alaskan Native (%)	Asian (#)	Asian (%)	Black or African American (#)	Black or African American (%)	Hispanic/Latino (#)	Hispanic/Latino (%)	Native Hawaiian or Other Pacific	Native Hawaiian or Other Pacific	White (#)	White (%)	Two or more races (#)	Two or more races (%)	Total Students
PK															
K															
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
Total															

LEA Name:

Table 4: Enrollment Data-Feeder School(s) OMB-1855-0011- Expiration 07/31/2022

- For MSAP, feeders are the school(s) students would have attended had the magnet not existed. For each magnet, identify the feeder school(s) that are expected to send students. If a feeder school would send students in a particular grade span to all participating schools, indicate "All" in the magnet column.
- Include whole-school data for any magnets reported as PWS in Table 3.
- Data projections for Project Years 1 through 5 should show the expected enrollment of feeder school(s) if the school(s) in the project are successfully implemented.

Schools			Actual Enrollment as of October 1, 2021 (Current School Year)														
FEEDER	FEEDER GRADE SPAN	MAGNET(S)	American Indian / Alaskan Native (#)	American Indian / Alaskan Native (%)	Asian (#)	Asian (%)	Black or African American (#)	Black or African American (%)	Hispanic/Latino (#)	Hispanic/Latino (%)	Native Hawaiian or Other Pacific Islander (#)	Native Hawaiian or Other Pacific Islander (%)	White (#)	White (%)	Two or more races (#)	Two or more races (%)	Total Students

V.

VI.   STANDARD FORMS AND CERTIFICATIONS

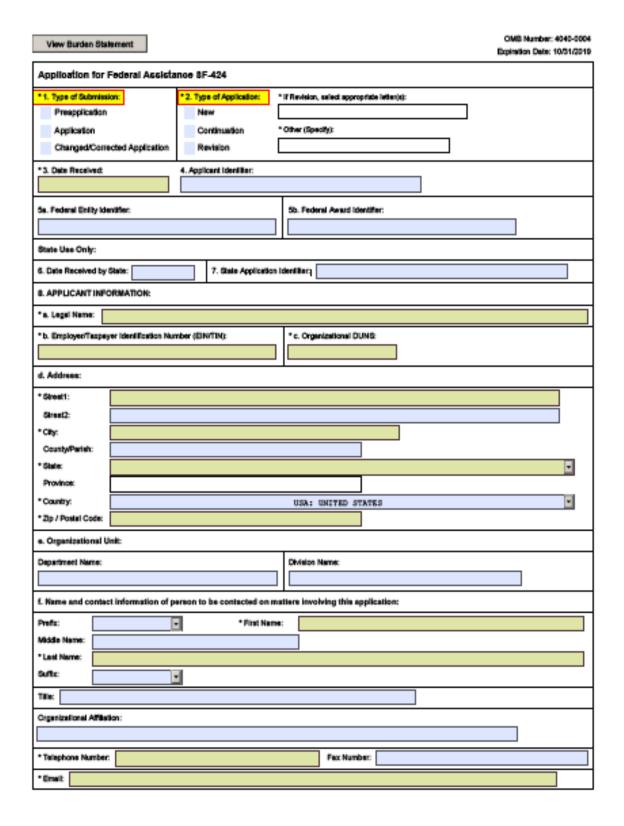The standard forms used for the Magnet Schools Assistance Program grant competition are:

- Application Form for Federal Assistance (SF 424 and Supporting Documents)
- ED Supplemental Form for SF 424
- Budget Information, Non-Construction Programs (ED 524, Sections A, B, and C)
- Certification Regarding Lobby (Grants.gov)
- Disclosure of Lobbying Activities (SF-LLL)
- General Education Provisions Act (GEPA) Requirements – Section 427

These forms are located at http://www2.ed.gov/fund/grant/apply/appforms/appforms.html.

Please Note:
- The Standard Assurance form, Non-Construction Programs, must be completed in Sam.Gov.
- Applicants are required to submit one of the lobbying forms. However, to avoid submission errors, we have made them both optional in Grants.Gov.

The following forms are provided as examples.

```
[ View Burden Statement ]                              OMB Number: 4040-0004
                                                       Expiration Date: 10/31/2019
```

Application for Federal Assistance SF-424

*1. Type of Submission:	*2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	[ ]
☐ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ 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: [▼]   * First Name: [ ]
Middle Name: [ ]
* Last Name: [ ]
Suffix: [▼]

Title: [ ]

Organizational Affiliation:
[ ]

* Telephone Number: [ ]	Fax Number: [ ]

* Email: [ ]

Application for Federal Assistance SF-424

16. 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]

17. Proposed Project:

* a. Start Date: [   ]   * b. End Date: [   ]

18. Estimated Funding ($):

* a. Federal   [   ]
* 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?

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

[ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.

[ ] c. 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: [   ]   Fax Number: [   ]

* Email: [   ]

* Signature of Authorized Representative: [   ]   * Date Signed: [   ]

Instructions for SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	**Type of Submission:** (Required) Select one type of submission in accordance with agency instructions. • Pre-application	10.	**Name Of Federal Agency**: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
	• Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.	11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time.	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
	• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.	13.	**Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
	• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration	14.	**Areas Affected By Project:** This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	**Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	**Federal Entity Identifier**: Enter the number assigned to your organization by the federal agency, if any.	16.	**Congressional Districts Of**: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-
5b.	**Federal Award Identifier**: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier		

	number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.		103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity. **f. Name and contact information of person to be contacted on matters involving this application:** Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.	21.	**Authorized Representative**: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)	

Supplemental Information for the SF-424

U.S. Department of Education

1. <u>Project Director:</u>

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. <u>Novice Applicant</u>:

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. <u>Human Subjects Research:</u>

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

☐ Yes   ☐ No

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

☐ Yes   Provide Exemption(s) # (s):   1 2 3 4 5 6

☐— No   Provide Assurance #(s), if available:

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

Supplemental Information Instructions for the SF-424

1. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application. Items marked with an asterisk (*) are mandatory.

2. **Novice Applicant.** Check "Yes" if you meet the definition for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424"). By checking "Yes" the applicant certifies that it meets these novice applicant requirements. Check "No" if you do not meet the definition for novice applicants**.**

This novice applicant information will be used by ED to: 1) determine the amount and type of technical assistance that a novice might need, if funded, and 2) determine novice applicant eligibility in discretionary grant competitions that give special consideration to novice applications. Certain ED discretionary grant programs give special consideration to novice applications, either by establishing a special competition for novice applicants or by giving competitive preference to novice applicants under the procedures in 34 CFR 75.105(c)(2). If special consideration is being given to novice applications under a particular discretionary grant competition, the application notice for the competition published in the Federal Register will specify this information

3. Human Subjects Research. (See I. A. "Definitions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424.")

3a. If Not Human Subjects Research. Check "**No**" if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

3a. If Human Subjects Research. Check "**Yes**" if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check "**Yes**" even if the research is exempt from the regulations for the protection of human subjects. (See I. B. "Exemptions" in attached page entitled "Definitions for U.S. Department of Education Supplemental Information for SF-424.")

3b. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check "**Yes**" if all the research activities proposed are designated to be exempt from the regulations. Check the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. "Exemptions." In addition, follow the instructions in II. A. "Exempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check "**No**" if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. "Nonexempt Research Narrative" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

3b. Human Subjects Assurance Number. If the applicant has an approved Federal Wide Assurance (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. **(A list of current FWAs is available at: http://ohrp.cit.nih.gov/search/search.aspx?styp=bsc)** If the applicant does not have an approved assurance on file with OHRP, enter "None." In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

3c. If applicable, please attach your "Exempt Research" or "Nonexempt Research" narrative to your submission of the U.S Department of Education Supplemental Information for the SF-424 form as instructed in item II,

"Instructions for Exempt and Nonexempt Human Subjects Research Narratives" in the attached page entitled "Definitions for U.S. Department of Education Supplemental Information for the SF-424."

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.
No covered human subjects research can be conducted until the study has ED clearance for protection of human subjects in research.

Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: 1894-0006. Public reporting burden for this collection of information is estimated to 20 minutes per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have comments or concerns regarding the status of your individual submission of this application, please contact (Magnet Schools Assistance Program, U.S. Department of Education, 400 Maryland Avenue, SW, 3E303, Washington D.C. 20202-5970) directly. Note: Please do not return the completed application this address.

Definitions for Supplemental Information for the SF-424

Definitions:

Novice Applicant (See 34 CFR 75.225)

For discretionary grant programs, novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;

- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and

- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information." *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be **directly or indirectly** linked to that individual), the definition of human subject is met* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. *If an educational practice is being introduced to the site and is not widely used for similar populations, it is not covered by this exemption*.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.*

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or

appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. *[This exemption applies only to retrospective studies using data collected before the initiation of the research.]*

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs. *[The standards of this exemption are rarely met because it was designed to apply only to specific research conducted by the Social Security Administration and some Federal welfare benefits programs.]*

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked "Yes" for Item 3.b. of the U.S. Department of Education Supplemental Information for the SF 424, the applicant must attach a human subjects "exempt research" or "nonexempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424 form. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.
If you marked "Yes" for item 3.b. and designated exemption numbers(s), attach the "exempt research" narrative to the U.S. Department of Education Supplemental Information for the SF-424. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.
If you marked "No" for item 3.b. you must attach the "nonexempt research" narrative to the U.S. Department of

Education Supplemental Information for the SF-424. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics**: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials**: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent**: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks**: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk**: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained**: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s)**: If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4331, telephone: (202) 245-8090, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
http://www.ed.gov/about/offices/list/ocfo/humansub.html

NOTE: The **State Applicant Identifier** on the SF-424 is for State Use only. Please complete it on the SF-424 in the upper right corner of the form (if applicable).

U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS	**ED SF 524 Budget Form** OMB Control Number: 1894-0008 Expiration Date: 06/30/2017

Name of Institution/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)	Total (f)
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*						
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:
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 _____%
(3) 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).
(4) 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.
(5) 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 _____%

Name of Institution/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)	Total (f)
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						
11. Training Stipends						
12. Total Costs (Lines 9-11)						

SECTION C – BUDGET NARRATIVE (see instructions)

Instructions for ED 524 Budget Form

Certification Regarding Lobbying

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.

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

PRINT

Instructions for Completion of SF-LLL
DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Assistance Listing Number (ALN) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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10 minutes 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. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 2050

GEPA Statement

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new 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.

The deadline for submission of Magnet Schools Assistance Program applications through Grants.gov is May 22, 2020.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

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

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

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

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 11:59:59 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 11:59:59 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 11:59:59 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: mailto: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 <u>required</u>, you must submit an electronic application before 11:59:59 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 <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is <u>optional</u> and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (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:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable

Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- 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.

D-U-N-S 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.

VII.   ADDITIONAL INFORMATION

Executive Order 12372
Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: 1855-0011. Public reporting burden for this collection of information is estimated to by 40.5 hours per response, including the time for reviewing instructions, searching existing data resources, 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 benefits under 20 U.S.C. 7231d. If you have comments or concerns regarding the status of your individual submission of this application, please contact (Magnet Schools Assistance Program, U.S. Department of Education, 400 Maryland Avenue, SW, 3C134, Washington D.C. 20202-5970) directly. Note: Please do not return the completed application this address.