**Fiscal Year (FY) 2017 Professional Development for Arts Educators**

 **Frequently Asked Questions**

General Information

**1. What is the Professional Development for Arts Educators Grant Program?**

This program specifically supports the implementation of high-quality model professional development programs for arts educators and other instructional staff in the areas of music, dance, drama, media arts, and visual arts, including folk arts, for students in kindergarten through grade 12 (K-12) schools in which 50 percent or more of the students are from low-income families.

**2. What is the purpose of the Professional Development for Arts Educators Grant Program?**

The purpose of the Professional Development for Arts Educators Grant is to enrich the academic experience of students by promoting arts education for students, including disadvantaged students and students who are children with disabilities.

**3. What is the funding authority for the Professional Development for Arts Educators Grant Program?**

The Professional Development for Arts EducatorsGrant Program is authorized Title IV, Part F, Subpart 4 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). The Department of Education’s Office of Innovation and Improvement administers the program.

**4. Is literature included within the definition of art?**

No. As defined in the Notice Inviting Applications, "Arts includes music, dance, theater, media arts, and visual arts, including folk arts.” Further, literature and creative writing are generally considered to be in the domain of the humanities and not included in the National Arts Standards.

**5. When will awards be made?**

The Department anticipates making awards in September 2017.

**6. For how long will projects be funded?**

Projects will be funded for up to 48 months. Funding for continuation awards is contingent upon future congressional appropriations for this program and the extent to which grantees have made substantial progress toward meeting the objectives in approved applications.

**7. What are activities that may be carried out in the initial 12 months to build capacity?**

Grantees are encouraged to use the first 12 months as a planning period to build capacity to effectively carry out the comprehensive activities involved in the evaluation and design plans.

For example, grantees might work with the project evaluator, ED's technical assistance provider, ED staff, the school district, and project partners to refine the evaluation design, build capacity to execute the evaluation, and ensure that program design and implementation are aligned with the evaluation requirements. Specific activities may include but are not limited to:

1. Confirming the type of evaluation design to be used and obtaining the full agreement of the school administration and partner organizations for full participation in the project for the entire period of the project performance period;
2. Reviewing the outcomes to be measured and the grantee’s ability to report the outcomes in a format that meets the requirements of ED 524B (Budget information—Non-Construction Programs);
3. Strengthening the portions of the project’s logic model[[1]](#footnote-2) that focus on evaluation and assessment;
4. Creating an agreement with school administrators and staff as to how the applicant plans to assign students, teachers, classrooms, or schools to the project;
5. Gaining Human Subjects and Institutional Review Board (IRB) approval, if required; and
6. Obtaining agreement from the school district to release student data in a timely manner.

**8. Should a budget be included for additional years at the time of application?**

Yes, applicants must provide on ED Form 524 (Budget information—Non-Construction Programs) a complete budget summary for each year of the grant at the time of application. A narrative must be included that explains the line items included in the budget.

The multi-year budget will be reviewed to ensure that grantees receive funding that is allowable. To be allowable, a cost must:

* Be necessary and reasonable;
* Be allocable; and
* Conform to limitations under relevant Federal statutes and the cost principles.

**9. Does the project period have to last four years?**

No, applicants can request a shorter project period, but 48 months is the maximum.

**10. What is the range of awards?**

Awards are anticipated to range between $150,000 and $375,000 for the first year of the project. We anticipate the average award will be $300,000 per year.

**11. Is there a matching requirement?**

No, there is no matching requirement for this program.

**12. What grade spans does the program support?**

The program supports professional development programs for arts educators and other instructional staff of K-12 schools in which 50 percent or more of the children enrolled are from low-income families. For more information, see eligibility information below. This program does not support Pre-K professional development programs.

**13. Does the Professional Development for Arts Educators Grant Program have any Competitive Preference Priorities?**

Yes, there is one competitive preference priority — Leveraging Technology to Support Instructional Practice and Professional Development Projects.

This competitive preference priority supports projects that are designed to leverage technology through one or more of the following: (1) Using high-speed Internet access and devices to increase students’ and educators’ access to high-quality accessible digital tools, assessments, and materials, particularly open educational resources; and/or (2) Implementing high-quality, accessible online courses, online learning communities, or online simulations, such as those for which educators could earn professional development credit or continuing education units through digital credentials based on demonstrated mastery of competencies and performance-based outcomes, instead of traditional time-based metrics.

Eligibility Information

**1. Who is eligible to apply for Professional Development for Arts Educators Program grants?**

Eligible applicants must be local educational agencies (LEAs) in which 20 percent or more of the students served by the LEA are from families with an income below the Federal poverty line, as defined in ESEA Section 8101(41), and which may be a charter school that is considered an LEA under State law and regulations. In addition, an LEA that meets this 20-percent eligibility requirement must propose to implement the Professional Development for Arts Educators Program project in schools that have a minimum 50 percent of students from low-income families, based on the poverty criteria set out in Title I, Section 1113(a)(5) of the ESEA.

Applicants must submit documentation with their application demonstrating that they meet both of these requirements. For details, see the FAQ concerning the required eligibility documentation (FAQ 6, under Eligibility Information).

Eligible applicant LEAs also must work in partnership with one or more of the following:

(a) A Regional Service Agency;

(b) A State Educational Agency (SEA);

(c) An institution of higher education; or

(d) A museum or cultural institution, or another private agency, institution, or organization.

**2. Are Bureau of Indian Education (BIE) schools eligible to apply?**

Yes, BIE-funded schools are eligible to apply for program funds. See the definition of “Local educational agency” in the Notice Inviting Applications for details.

**3. Can a public charter school apply for funds?**

A public charter school may apply for funding if it is recognized by its State as an LEA. If a public charter school is not recognized as an LEA, it cannot apply directly for funds, but it may be included in an application that its LEA submits for funding.

**4. Can private schools receive assistance under this program?**

Private schools are not eligible to apply for or to receive grant funds under this program. LEAs are encouraged to share their knowledge of effective arts education programs and practices with private school officials.

**5. Are Intermediate Education Units eligible to apply?**

Yes, an Intermediate Education Unit may apply for funding if it is an LEA as defined by State law.

**6. What documentation must the LEA submit to demonstrate that it meets both the 20-percent eligibility requirement regarding students in the LEA from families below the Federal poverty line and the eligibility requirement for serving schools with a minimum of 50 percent of students from low-income families?**

An LEA must show that at least 20 percent of children ages five to seventeen that reside within the LEA’s boundaries are from low-income families based on the most recent LEA poverty estimates provided by the U.S. Census Bureau.  The Census LEA poverty estimates are available at: <https://www.census.gov/did/www/saipe/data/index.html>.

An LEA must also show that each of the schools to be served by the Professional Development for Arts Educators Program project has a minimum of 50 percent of students from low-income families, based on Title I, Section 1113(a)(5) poverty criteria. As indicated in the Notice Inviting Applications, applicants are required to provide school enrollment data from the most recent school year available to demonstrate this eligibility, which the LEA must submit with its application.

**7. What is “school enrollment data?”**

For purposes of this competition, “school enrollment data” means data demonstrating that 50 percent of students enrolled in each school to be served qualify as low income under one of the measures set out in Title I, section 1113(a)(5) of the ESEA. An LEA may choose to use the measure that the LEA uses to rank its schools on the basis of poverty and to determine eligibility for Title I purposes, which is most often the number of children in a school who are eligible for free or reduced-price meals under the Richard B. Russell National School Lunch Act. An LEA, however, may use any of the poverty measures set out in section 1113(a)(5) of the ESEA.

**8. Are there any other application requirements?**

This program also includes coordination and supplement-not-supplant requirements. Assistance provided under this program may be used only to supplement, and not to supplant, any other assistance or funds made available from non-Federal sources for the activities assisted under the program.

It should be noted that this supplement-not-supplant restriction also has the effect of allowing projects to recover indirect costs only on the basis of a restricted indirect cost rate, according to the requirements in 34 CFR 75.563 and 34 CFR 75.564-75.569. As soon as they decide to apply, applicants are urged to contact the ED Indirect Cost Group for guidance about obtaining a restricted indirect cost rate to use on the Budget Information form (ED Form 524) included with the application package.

In addition, it is required that each entity funded under this program coordinate, to the extent practicable, each project or program carried out with funds awarded under this program with appropriate activities of public or private cultural agencies, institutions, and organizations, including museums, arts education associations, libraries, and theaters.

**9. Can a nonprofit organization be the fiscal agent?**

No. The LEA is the only eligible applicant; therefore the nonprofit organization cannot be the fiscal agent.

Application Information

**1. Where can I find or request a DUNS number?**

Applicants should first check with their business office or accounting department. If your organization does not have a DUNS Number, you can obtain one from Dun and Bradstreet at the following website: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

**2. When is the application due?**

The application is due on **May 30, 2017, at 4:30:00 p.m. Washington, D.C., time**. Applications for grants under the Professional Development for Arts Educators Grant Program--CFDA Number 84.351C must be submitted electronically using [Grants.gov](http://grants.gov/).

**3. Must I notify the Department of my intent to apply?**

No. However, the Department strongly encourages applicants to notify the Department with a brief e-mail to PDAEFY17Competition@ed.gov noting the intent to submit an application for funding. We will be able to develop a more efficient process for reviewing grant applications with an estimate of the number of applications we should expect to receive. The e-mail need not include information regarding the content of the proposed application, only the applicant's intent to submit. However, applicants that fail to provide this e-mail notification are still eligible to apply for funding.

**4. Is there a page limit?**

Applicants are strongly encouraged to limit the application narrative to 50 single-sided pages using the standards set out in the Federal Register Notice Inviting Applications. The page limit does not include the abstract, the absolute priority, the competitive preference priorities, the budget, ED Form 524, the budget narrative, and the appendix. The narrative should be double-spaced.

**5. Is there a recommended page format?**

We recommend that the pages be formatted as follows:

* A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
* Double space (no more than three lines per vertical inch) all text in the application narrative, titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, and graphs.
* Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.
* Use a font that is either 12 point or larger or no smaller than 10 pitch.
* Begin numbering at the bottom of the first page in Arabic numerals ("1"), and number the pages consecutively throughout the document.
* **Include all critical information in the application narrative**.

**6. What should be included in the budget narrative?**

The budget narrative should provide an explanation of:

* the basis for estimating the costs of professional personnel salaries, benefits, project staff travel\*, materials and supplies, consultants and subcontractors, indirect costs, and any projected expenditures;
* how the major cost items relate to the proposed activities;
* the cost of evaluation; and
* a description of in-kind support or funding provided by partners in the project, if applicable.

\*Applicants should budget for the project director, evaluator, and up to three other project key personnel to attend a yearly meeting in Washington, D.C.

**7. What should be included in the appendix?**

The appendix should include the required documentation for the 20- and 50-percent eligibility low-income requirements as discussed above in question 6.

Additional supporting documentation as appendices to the narrative (e.g., résumés of key personnel or job descriptions) may be included in the appendix. This material should be concise and pertinent to the competition.

**8. Can I submit letters of support and other materials separately from the electronic submission?**

The Secretary considers only information contained in the application in ranking applications for funding consideration. Letters of support sent separately from the formal application package are not considered in the review by the technical review panels. (34 CFR 75.217)

**9. How do I submit an application?**

Applications for grants under this program must be submitted electronically using Grants.gov unless you have received a waiver, as described in Question 14 and 15 below.

**10. When can I begin to enter my application into the Grants.gov system?**

You can enter your application into Grants.gov at any time once the application becomes available after the Notice Inviting Applications is published in the Federal Register. Further, we strongly recommend that you do not wait until the application deadline date to begin the application process. Under mandatory submission, **electronic applications must be received by 4:30:00 pm Washington, DC, time** on the application deadline date, **May 30, 2017**. We strongly encourage you to review the registration and submission procedures for the designated electronic application system right away.

**11. When is the Grants.gov website available?**

The application package for the Professional Development for Arts Educators grant competition is currently available on Grants.gov.

**12. Will I receive extra points by submitting electronically?**

You will not receive any additional point value if you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

**13. How do I request a waiver to the electronic submission requirement?**

You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

* You do not have access to the Internet; or
* You do not have the capacity to upload large documents to the Grants.gov system; and
* No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date. Address and mail or fax your statement to: Bonnie Carter, U.S. Department of Education, 400 Maryland Avenue, SW, Room 4W223, Washington, DC 20202-5950. FAX: (202) 205-5630.

**14. If I receive a waiver for an exception to the electronic submission requirement, how do I submit an application?**

If you qualify for any exception to the electronic submission requirement, you may mail your application to the Department or may submit your paper application by hand delivery. See below for more information on these two submission methods.

*Submission of Paper Applications by Mail.*

If you qualify for an exception to the electronic submission requirement, you may submit your paper application by mail, either through the U.S. Postal Service or a commercial carrier. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

U.S. Department of Education

Application Control Center

Attention: (CFDA Number 84.351C)

LBJ Basement Level 1

400 Maryland Avenue, SW

Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

1. A legibly dated U.S. Postal Service postmark;
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
3. A dated shipping label, invoice, or receipt from a commercial carrier; or
4. Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

1. A private metered postmark; or
2. A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

**Note:** The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

*Submission of Paper Applications by Hand Delivery.*

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education

Application Control Center

Attention: CFDA Number 84.351C

550 12th Street, S.W.

Room 7041, Potomac Center Plaza

Washington, DC 20202-4260

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

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

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

One copy of the application should be unbound and suitable for photocopying. To expedite our review of your application, we would appreciate you voluntarily including an additional three copies of your application. We will not penalize applicants who do not provide additional copies.

**15. After initially entering the application into the Grants.gov system, is there a limit to how long one may edit the application?**

Authorized users may continue to enter the application up until the closing date at 4:30:00 p.m. However the application must be completed and submitted by that time.

**16. May I submit a draft of my proposal to the Department for comment?**

No, Department staff are not permitted to review and comment on draft proposals. Applicants may contact program staff with specific questions about the application guidelines only.

**17. What are indirect costs?**

2 CFR §200.56 defines indirect costs as “costs incurred for a common or joint purpose benefitting more than one cost objective , and not readily assignable to the cost objectives specifically benefitted…” In other words, indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.

**18. If an applicant intends to charge indirect costs to the grant, what information should it submit with its application?**

Because Professional Development for Arts Educators Grant Program has a supplement, not supplant requirement, each grantee must use a restricted indirect cost rate, rather than an unrestricted indirect cost rate, to charge indirect costs to Professional Development for Arts Educators Grant Program funds.  See 34 CFR §§ 75.563.  The applicant should include an estimated amount of indirect costs in the “Indirect Costs” line of its Form 524, provide the other information this form requests, and include an explanation of these costs in the budget narrative.

In addition, if an applicant has a current approved restricted indirect cost rate, it should submit with its application a copy of its current indirect cost rate agreement that identifies its current restricted rate.  If the applicant’s indirect cost rate has expired, it should discuss options with its cognizant agency on how to update the expired indirect cost rate.

**19.** **If, at the time it receives its Professional Development for Arts Educators Grant Program grant award, a grantee does not have an approved indirect cost agreement that identifies a current restricted indirect cost rate, may it still charge indirect costs to the Professional Development for Arts Educators grant?**

Yes.  A grantee that does not have an approved indirect cost agreement at the time of application may proceed to charge indirect costs to the Professional Development for Arts Educators grant as long as it does the following:

State agencies and LEAs:   The grantee must (1) have indicated its intent to charge indirect costs to its grant by including indirect costs in the budget and budget narrative of its grant application, and (2) submit a proposal for a restricted indirect cost rate to its cognizant agency within 90 days of receiving a grant award.

**Note:** If you have questions about these indirect cost rate options or applying your indirect cost rate, more information is available on the Department’s website at: <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>. In addition, contact information for the Department’s Indirect Cost Group is available at: <http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>.

**20. Who do I contact regarding the process for obtaining an indirect cost rate?**

We recommend that you review the Department’s webpage regarding the Indirect Cost Group at: <http://www2.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>. Please do not call the number included in the Federal Register Notice Inviting Applications. Contact information and the procedure can be obtained at the website listed above.

**21. Do I have to fill in every item on the SF 424, Application for Federal Assistance?**

For some items an answer either does not exist for this competition or is optional. The items are:

* #4: Please leave blank;
* #5a: Please leave blank;
* #5b: Please write "NA" with no slash;
* #12: Please write "NA" with no slash; and
* #13: Please leave blank.
1. A logic model (also known as a theory of action), as defined by Part 77.1 of the Education Department General Administrative Regulations (EDGAR), means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active “ingredients” that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. More information on logic models can be found at <http://ies.ed.gov/pubsearch/pubsinfo.asp?pubid=REL2015057>. [↑](#footnote-ref-2)