



**PRE-APPLICATION WEBINAR
U.S. DEPARTMENT OF EDUCATION
OFFICE OF INNOVATION AND IMPROVEMENT
CHARTER SCHOOLS PROGRAM**

WE WILL BEGIN SHORTLY; THANKS FOR YOUR PATIENCE...



**FY 2018 Pre-Application Webinar:
Grants to Charter School Developers for the
Opening of New Charter Schools (CFDA 84.282B)
and for the Replication and Expansion of High-
Quality Charter Schools (CFDA 84.282E)
(Developer Grants) Competition**

**March 8, 2018
Washington, D.C.**

FOR INFORMATION AND ASSISTANCE

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MEETING LOGISTICS

WEBINAR

1. LISTEN ONLY
2. THE WEBINAR WILL BE RECORDED
3. USE CHAT FUNCTION FOR QUESTIONS OR COMMENTS;
Q&A TO FOLLOW PRESENTATION
 - a. WHEN SUBMITTING YOUR QUESTIONS, PLEASE “REPLY TO ALL PRESENTERS”
4. FOLLOW-UP WITH EMAIL



IMPORTANT NOTE

FEDERAL REGISTER NOTICE AND THE APPLICATION PACKAGE

- The Federal Register notice contains important information. Applicants should read the entire notice in the Federal Register. Applicants must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.
- The Notice Inviting Applications (NIA) is available here:
<https://www.federalregister.gov/documents/2018/03/02/2018-04294/applications-for-new-awards-expanding-opportunity-through-quality-charter-schools-program-csp-grants>
- The application package (on grants.gov) is provided for convenience, but you should not use that as your only source. It does NOT contain all the information you need to submit a complete application.
- The information provided in this webinar should also not be your only source. It does NOT contain all the information you need to submit a complete application. Please read the NIA.



IMPORTANT NOTE

APPLICATION SUBMISSION INSTRUCTIONS:

For information on how to submit an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 12, 2018 ([83 FR 6003](#)).



APPLICATIONS ARE DUE BY:

**Monday, April 16, 2018, at 4:30:00
p.m. Washington, DC time**

Important Note: The Grants.gov helpdesk is not available on weekends. You are strongly encouraged to submit early! You can always resubmit your application (prior to the closing date at 4:30 p.m.) if you need to update your application.

If you miss the deadline, your application will not be reviewed.



AGENDA

GRANTS TO CHARTER SCHOOL DEVELOPERS FOR THE OPENING OF NEW CHARTER SCHOOLS (84.282B) AND FOR THE REPLICATION AND EXPANSION OF HIGH-QUALITY CHARTER SCHOOLS (84.282E)

- **OVERVIEW**
 - PURPOSE
 - ELIGIBILITY
 - COMPETITION BASICS
- **APPLICATION DETAIL**
 - APPLICATION PACKAGE OVERVIEW
 - PRIORITIES
 - SELECTION CRITERIA
 - REQUIREMENTS
 - PERFORMANCE MEASURES
- **OPEN LICENSING**
- **GRANTS.GOV (REGISTER AND SUBMIT EARLY!)**

DEVELOPER GRANTS COMPETITION



CFDA 84.282B

Grants to Charter School Developers for the **Opening of New Charter Schools**



CFDA 84.282E

Grants to Charter School Developers for the **Replication and Expansion of High-Quality Charter Schools**



Under both CFDA's, applicants may only propose to support one charter school per grant application.



PURPOSE OF THE CHARTER SCHOOLS PROGRAM (CSP)

The major purposes of the CSP are to:

1. expand opportunities for all students, particularly traditionally underserved students, to attend charter schools and meet challenging State academic standards;
2. provide financial assistance for the planning, program design, and initial implementation of public charter schools;
3. increase the number of high-quality charter schools available to students across the United States;
4. evaluate the impact of charter schools on student achievement, families, and communities;
5. share best practices between charter schools and other public schools;
6. encourage States to provide facilities support to charter schools;
7. and support efforts to strengthen the charter school authorizing process.



PURPOSE OF THIS COMPETITION

Grants to Charter School Developers for the Opening of New Charter Schools and for the Replication and Expansion of High-Quality Charter Schools (Developer Grants) are intended to support charter schools that serve early childhood, elementary school, or secondary school students by providing grant funds to eligible applicants for the opening of new charter schools (CFDA number 84.282B) and for the replication and expansion of *high-quality charter schools* (CFDA number 84.282E).

ELIGIBILITY

Eligible applicants are *developers* that have—

- (a) Applied to an authorized public chartering authority to operate a *charter school*; and
- (b) Provided adequate and timely notice to that authority.
(Section 4310(6) of the ESEA).

Developer means...

an individual or group of individuals (including a public or private nonprofit organization), which may include teachers, administrators and other school staff, parents, or other members of the local community in which a charter school project will be carried out.
(Section 4310(5) of the ESEA)

**Please be sure to review the definition of charter school and developer in the NIA and ESEA.



ELIGIBILITY

CONT.

- Additionally, the *charter school* must be located in a State with a State statute specifically authorizing the establishment of *charter schools* (section 4310(2) of the ESEA) and in which a State entity currently does not have a CSP State Entity grant (CFDA number 84.282A) under section 4303 of the ESEA.

ELIGIBILITY

CONT.

States in which a State entity currently has an approved CSP State Entity (84.282A) grant application under section 4303 of the ESEA are **Indiana, Maryland, Minnesota, Mississippi, New Mexico, Oklahoma, Rhode Island, Texas, and Wisconsin**. We will not consider applications from applicants in these States under either CFDA 84.282B or 84.282E.

ELIGIBILITY

CONT.

States in which the SEA currently has an approved CSP State Educational Agency (SEA, 84.282A) grant application under the ESEA, as amended by NCLB (*i.e.*, a grant award made in fiscal year 2016 or earlier), include **Arizona, California, Colorado, District of Columbia, Florida, Georgia, Illinois, Louisiana, Massachusetts, Nevada, New York, Ohio, Oregon, South Carolina, Tennessee, and Washington**. We will not consider applications from applicants in these States for grants for the opening of new charter schools submitted under CFDA number 84.282B.



ELIGIBILITY

CONT.

The Department is currently reviewing amendment requests from SEAs with grants under the ESEA, as amended by NCLB, that would authorize the SEA to make subgrants for replication and expansion (for more information please see:

<https://innovation.ed.gov/files/2017/12/CSP-ESSA-Flexibilities-FAQ-2017.pdf>).

The Department will post the names of SEAs receiving approval for this flexibility on its website at

<https://innovation.ed.gov/what-we-do/charter-schools/charter-schools-program-non-state-educational-agencies-non-sea-planning-program-design-and-initial-implementation-grant/>.

** Please continue to check this site for updates.



ELIGIBILITY

As a general matter, the Secretary considers *charter schools* that have been in operation for more than five years to be past the initial implementation phase and, therefore, ineligible to receive CSP funds under CFDA number 84.282B to support the opening of a new *charter school* or under CFDA number 84.282E for the replication of a *high-quality charter school*; however, such schools may receive CSP funds under CFDA number 84.282E for the expansion of a *high-quality charter school*.

Note: If an applicant has applied to an *authorized public chartering agency* to operate a new school and has not yet been approved, it should include information in its application addressing the plan and timeline to receive notification from the authorizer on the final decision. Additionally, an applicant should delineate any costs in its proposed budget that are projected to be incurred prior to the date the applicant's *charter school* application is approved by the *authorized public chartering agency*.



COMPETITION BASICS

IMPORTANT DATES

Applications Available:	March 2, 2018
Date of Pre-Application Meeting:	March 8, 2018 <i>1pm – 2:30pm</i>
Deadline for Transmittal of Applications: (4:30:00 p.m. Washington, D.C. time)	April 16, 2018
Application Review:	Summer 2018
Grant Performance Period Begins:	October 1, 2018



COMPETITION BASICS

AWARD INFORMATION

Type of Award: Discretionary grants

Estimated Available Funds: \$15,000,000

Estimated Range of Awards: \$150,000–250,000 /year

Estimated Average Size of Awards: \$200,000 /year

Estimated Number of Awards: 30–45

Project Period: Up to 60 months

The Department is not bound by any estimates in the NIA. The estimated range and average size of awards are based on a single 12-month budget period. We may use FY 2018 funds to support multiple 12-month budget periods for one or more grantees.



COMPETITION BASICS

ELECTRONIC SUBMISSION REQUIREMENT

Applications for grants under this program must be submitted electronically, unless you qualify for an exception to this requirement in accordance with the instructions in the Notice.

Applications are due no later than **April 16, 2018 by 4:30:00 PM, Washington, DC time.**



AGENDA

84.282B AND 84.282E – DEVELOPER GRANTS

- OVERVIEW
 - PURPOSE
 - ELIGIBILITY
 - COMPETITION BASICS
- **APPLICATION DETAIL**
 - APPLICATION PACKAGE OVERVIEW
 - PRIORITIES
 - SELECTION CRITERIA
 - REQUIREMENTS
 - PERFORMANCE MEASURES
- OPEN LICENSING
- GRANTS.GOV (REGISTER AND SUBMIT EARLY!)



APPLICATION PACKAGE OVERVIEW

The application package can be found on Grants.gov.

Instructions can be found on grants.gov website at:

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

A complete application consists of the following components:

1. Required Forms:

- ED Standard Forms
- Assurances and Certifications

2. Other Attachments (see application package)

3. Application Narrative:

- Abstract Narrative Form
- Budget Narrative Form
- Project Narrative Form



APPLICATION PACKAGE OVERVIEW

REQUIRED FORMS

ED Standard Forms

- Application for Federal Assistance (SF 424)
- Department of Education Supplement for SF 424
- Department of Education Budget Summary Form (ED 524)
- Disclosure of Lobbying Activities (SF-LLL)
- Abstract, Project Nar. And Budget Nar. Forms

Assurances and Certifications

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



APPLICATION PACKAGE OVERVIEW

SF 424

Please fill out the following form. You can save data typed into this form. Highlight Fields

[View Burden Statement](#) OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/> Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
d. Address:		
* Street1:	<input type="text"/>	
Street2:	<input type="text"/>	
* City:	<input type="text"/>	



APPLICATION PACKAGE OVERVIEW

SF 424

8c – Organizational DUNS. This must be the same DUNS number used when you registered with Grants.gov

16a-b – Congressional District. Enter the district the applicant organization is located in, and the district in which activities will occur.

17a-b – Proposed Project Start and End Dates. The start date will be October 1, 2018. This grant can be for up to 5 years, so the end date should reflect how many years are requested.

18 – Estimated Funding. This should only reflect the first year of the project.

19 – EO 12372. This program is subject to the Executive Order.





**U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION
NON-CONSTRUCTION PROGRAMS**

OMB Control Number: 1894-0008
Expiration Date: 06/30/2017

Name of Institution/Organization: **NAME OF DOE**

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	145,000	145,000	145,000			435,000
2. Fringe Benefits	36,250	36,250	36,250			108,750
3. Travel	1,000	1,000	1,000			3,000
4. Equipment	0	0	0			0
5. Supplies	7,000	7,000	7,000			21,000
6. Contractual	30,000	30,000	30,000			90,000
7. Construction	0	0	0			0
8. Other	1,200,000	1,200,000	1,200,000			3,600,000
9. Total Direct Costs (lines 1-8)	1,419,250	1,419,250	1,419,250			4,257,750
10. Indirect Costs*	141,925	141,925	141,925			425,775
11. Training Stipends	0	0	0			0
12. Total Costs (lines 9-11)	1,561,175	1,561,175	1,561,175			4,683,525

***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? X Yes ___ No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: 03 / 01 / 2015 To: 02 / 28 / 2016 (mm/dd/yyyy)

Approving Federal agency: X ED ___ Other (please specify): _____ The Indirect Cost Rate is 10 %

(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

___ Is included in your approved Indirect Cost Rate Agreement? or ___ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____ %



APPLICATION PACKAGE OVERVIEW

ED 524

- Section A is required; complete all years for which funds are requested.
- **Funds requested should match the detailed budget narrative required in another segment of the application.**

A couple things to note:

- If you have an approved indirect cost rate, provide the details in the budget narrative as well as in the bottom of this form.
- Construction is not an allowable cost.
- Section B should only be completed if you are making a matching commitment. This program does not require a match.



APPLICATION PACKAGE OVERVIEW

GEPA STATEMENT

- Section 427 of GEPA requires an applicant for federal funds to include a description of the steps they will take to ensure equitable access to and participation in the grant project.
- To meet this requirement, applicants must include a statement that does two things:
 1. Identify at least one barrier that would prevent someone from participating in grant activities.
 2. Explain what will be done to overcome the barrier.

TIP: It must be a barrier that you would encounter related to the CSP grant proposal.



APPLICATION PACKAGE OVERVIEW

OTHER ATTACHMENTS/APPENDIX.:

Applicants should attach all appendices to the Other Attachments Form. For each appendix, applicants are asked to save files as a .PDF, label each file with the Appendix name (e.g., Appendix A Resumes/Curriculum Vitae) and upload the file to the Other Attachments Form.

The Other Attachments Form can support up to ten attachments; therefore, please merge appendices into one document as necessary. Please review the application package for details on each of these.

****Please note – special characters could impact your ability to submit because grants.gov does not properly process special characters. Therefore please use the names on this slide – you’ll note we removed colons and backslashes.**



APPLICATION PACKAGE OVERVIEW

84.282B - OTHER ATTACHMENTS/APPENDIX. :

Appendix A: CSP Assurances

Appendix B: Resumes or Curriculum Vitae

Appendix C: Letters of Support

Appendix D: Proof of Non-Profit Status, or not for-profit status

Appendix E: Supplemental Organizational Budgets and Financial Information

Appendix F: Additional information (if applicable)



APPLICATION PACKAGE OVERVIEW

84.282E - OTHER ATTACHMENTS/APPENDIX. :

Appendix A: CSP Assurances

Appendix B: Resumes or Curriculum Vitae

Appendix C: Letters of Support

Appendix D: Proof of Non-Profit Status, or not for-profit status

Appendix F: Supplemental Organizational Budgets and Financial Information

Appendix G: Additional information (if applicable)



APPLICATION PACKAGE OVERVIEW

84.282E - OTHER ATTACHMENTS/APPENDIX.:

Appendix E: Schools Operated by Applicant

Provide information to show which school(s) the applicant operates or manages, ((a) of the Application Requirements under 84.282E). Information should include school name, grade levels, location, whether the school holds a separate charter, and authorizer for each charter school operated or managed by the applicant. Application Requirement (a) under 84.282E states that, for each charter school currently operated or managed by the applicant, the applicant must provide:

- (1) Information that demonstrates that the school is treated as a separate school by its authorized public chartering agency and the State, including for purposes of accountability and reporting under Title I, Part A of the ESEA;
- (2) Student assessment results for all students and for each subgroup of students described in section 1111(c)(2) of the ESEA;
- (3) Attendance and student retention rates for the most recently completed school year and, if applicable, the most recent available four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates; and
- (4) Information on any significant compliance and management issues encountered within the last three school years by the existing charter school being operated or managed by the eligible entity, including in the areas of student safety and finance.



APPLICATION PACKAGE OVERVIEW

APPLICATION NARRATIVE

The Application Narrative consists of the following components:

- Abstract
- Budget Narrative
- Project Narrative
 - Competitive Preference Priorities (optional)
 - Selection Criteria
 - Application Requirements

APPLICATION PACKAGE OVERVIEW

ABSTRACT NARRATIVE

ED Abstract

The abstract narrative must include the name and address of the organization and the name, phone number, and e-mail address of the contact person for this project.

The abstract narrative should not exceed one page and should use language that will be understood by a range of audiences. For all projects, include the project title (if applicable), goals, expected outcomes and contributions for research, policy, practice, etc.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE

Budget Narrative

1. Applicants must ensure that all costs included in the proposed budget are reasonable and necessary in light of the goals and objectives of the proposed project. Any costs determined to be unreasonable or unnecessary will be removed from the final budget.
2. The budget should include only costs that are allowable, reasonable, and necessary. In the Budget Narrative Attachment, provide an itemized budget narrative, by project year, for each budget category, in addition to a justification for costs included.



APPLICATION PACKAGE OVERVIEW

BUDGET RESOURCES:

- 2 CFR Part 200 (previously OMB Circular A-87 (State) and A-122 (non-profit))
*Additional information on uniform guidance can be found at:
www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- CSP Funding and Legislation page:<https://innovation.ed.gov/what-we-do/charter-schools/charter-schools-program-non-state-educational-agencies-non-sea-planning-program-design-and-initial-implementation-grant/funding-and-legislation/>
- CSP Nonregulatory guidance:
<https://innovation.ed.gov/programs/charternonsea/fy14cspnonregguidance110215.doc>



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

- This is a non-construction grant.
 - CSP funds may not be used for construction, or to add to the permanent value of a property or appreciably prolong its life.
- **Please note, applicants should use the budget period of the grant, NOT your fiscal year budget period.** That's October 1, 2018 – September 30, 2018 as year 1 and so forth.
- Grantees under this program must use use the grant funds to open and prepare for the operation of a new charter school (84.282B); to open and prepare for the operation of a replicated high-quality charter school (84.282E); or to expand a high-quality charter school(82.282E), as applicable.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

Grant funds must be used to carry out allowable activities, described in section 4303(h) of the ESEA, which include the following:

(a) Preparing teachers, school leaders, and specialized instructional support personnel, including through paying costs associated with—

(i) Providing professional development; and

(ii) Hiring and compensating, during the applicant's planning period specified in the application for funds, one or more of the following:

(A) Teachers,

(B) School leaders, and

(C) Specialized instructional support personnel.

(D) Acquiring supplies, training, equipment (including technology), and educational materials (including developing and acquiring instructional materials).



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

(E) Carrying out necessary renovations to ensure that a new school building complies with applicable statutes and regulations, and minor facilities repairs (excluding construction).

(F) Providing one-time, startup costs associated with providing transportation to students to and from the charter school.

(G) Carrying out community engagement activities, which may include paying the cost of student and staff recruitment.

(H) Providing for other appropriate, non-sustained costs related to the *replication* or *expansion* of *high-quality charter schools* when such costs cannot be met from other sources.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

A grant awarded by the Secretary under this competition may be for a period of not more than five years, of which the grantee may use not more than 18 months for planning and program design. (Section 4303(d)(1)(B) of the ESEA). We establish that applicants may only propose to support one charter school per grant application, in accordance with section 437(d)(1) of GEPA, [20 U.S.C. 1232\(d\)\(1\)](#).

We reference additional regulations outlining funding restrictions in the *Applicable Regulations* section of the NIA.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

In accordance with [2 CFR 200.404](#), applicants must ensure that all costs included in the proposed budget are reasonable and necessary in light of the goals and objectives of the proposed project. Any costs determined to be unreasonable or unnecessary will be removed from the final budget.

The budget should include only costs that are allowable, reasonable, and necessary. In the Budget Narrative Attachment, provide an itemized budget narrative, by project year, for each budget category, in addition to a justification for costs included.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

Other CSP Grants: A charter school that previously has received CSP funds for replication or expansion or for planning or initial implementation of a charter school under CFDA number 84.282A or 84.282B (as administered under the ESEA, as amended by the NCLB), may not use funds under this grant for the same purpose. However, such charter school may be eligible to receive funds under this competition to *expand* the charter school beyond the existing grade levels or student count.

A charter school that receives funds under this competition is ineligible to receive funds for the same purpose under section 4303(b)(1) of the ESEA, as amended by the ESSA, including opening and preparing for the operation of a new charter school, opening and preparing for the operation of a *replicated high-quality charter school*, or *expanding a high-quality charter school (i.e., CFDA number 84.282A, 84.282B, 84.282E)*.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

For this competition, the maximum limit of grant funds that may be awarded per new, replicated, or expanded charter school is \$1,250,000.



APPLICATION PACKAGE OVERVIEW

BUDGET NARRATIVE - FUNDING RESTRICTIONS AND BUDGETS

Project Directors Meeting: Applicants approved for funding under this competition must attend a two-day meeting for project directors during each year of the project. Applicants are encouraged to include the cost of attending this meeting in their proposed budgets.



APPLICATION PACKAGE OVERVIEW

PROJECT NARRATIVE

Project Narrative: To facilitate the review of the application, please organize your Project Narrative in the following order and include a Table of Contents.

- 1. Competitive Priorities (optional)**
- 2. Selection Criteria**
- 3. Application Requirements**

Applicants should limit the project narrative to 50 pages. The Table of Contents does not count towards this limit.



PRIORITIES

Competitive Priorities: We will award additional points to an application, depending on how well the application meets one or more of these priorities.

- ***Competitive Preference Priority 1--Supporting High-Need Students by Increasing Access to High-Quality Educational Choice.***
 - *Up to four points under CFDA number 84.282B*
 - *Up to two points under CFDA number 84.282E*
- ***Competitive Preference Priority 2--Dual or Concurrent Enrollment Programs and Early College High Schools***
 - *Up to four points under CFDA number 84.282B*
 - *Up to two points under CFDA number 84.282E*
- ***Competitive Preference Priority 3--Single School Operators.***
 - *Zero or two points under CFDA number 84.282E*
 - *Applicants under 84.282B are not eligible to receive points under this priority.*

***There are 2 competitive priorities for 84.282B and 3 competitive priorities for 84.282E.**



COMPETITIVE PREFERENCE PRIORITIES

Competitive Preference Priority 1—

Supporting High-Need High-Need Students by Increasing Access to High-Quality Educational Choice. (Up to four points under CFDA number 84.282B, and up to two points under CFDA number 84.282E).

This priority is for projects that are designed to increase access to educational choice and improve academic outcomes and learning environments for one or more of the following groups of students:

- (i) Students in communities served by rural local educational agencies***
- (ii) Children with disabilities***
- (iii) English learners***
- (iv) Students who are members of federally recognized Indian Tribes.***

Please review the NIA for the full text of these priorities.



COMPETITIVE PREFERENCE PRIORITIES

Competitive Preference Priority 2—

Dual or Concurrent Enrollment Programs and Early College High Schools (Up to four points under CFDA number 84.282B, and up to two points under CFDA number 84.282E).

The extent to which the proposed project is designed to increase student access to, participation in, and completion of *dual or concurrent enrollment programs or early college high schools*.

Please review the NIA for the full text of these priorities.



COMPETITIVE PREFERENCE PRIORITIES

Competitive Preference Priority 3—

Single School Operators. (Zero or two points under CFDA number 84.282E)

This priority is specifically for applications for Grants to Charter School Developers for the Replication and Expansion of High-Quality Charter Schools (CFDA number 84.282E).

Applications submitted under CFDA number 84.282E that provide evidence that the applicant currently operates one, and only one, *charter school*.

Please review the NIA for the full text of these priorities.



84.282B SELECTION CRITERIA

SCORING ALLOCATION CHART

Selection Criteria	Point Allocation
(i) Contribution in Assisting Educationally Disadvantaged Student	15 points
(ii) Quality of the Project Design (34 CFR 75.210(c)(1) and (c)(2)(i) and (ii))	30 points
(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable	(15 points)
(2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs	(15 points)
(iii) Quality of Project Personnel (34 CFR 75.210(e)(1), (e)(2), and (e)(3)(ii))	20 points
(1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability	(2 points)
(2) The qualifications, including relevant training and experience, of key project personnel	(18 points)
(iv) Quality of the Management Plan (34 CFR 75.210(g)(1) and (g)(2)(i))	20 points
(v) Continuation Plan	15 points
Selection Criteria Total	100 points



84.282B SELECTION CRITERIA

(I) CONTRIBUTION IN ASSISTING EDUCATIONALLY DISADVANTAGED STUDENTS (UP TO 15 POINTS).

The significance of the contribution the proposed project will make in expanding educational opportunities for *educationally disadvantaged students* and enabling those students to meet challenging State academic standards. In determining the significance of the contribution the proposed project will make, the Secretary considers the quality of the plan to ensure that the charter school the applicant proposes to open will recruit and enroll *educationally disadvantaged students* and serve those *students* at rates comparable to surrounding public schools.



84.282B SELECTION CRITERIA

(II) QUALITY OF THE PROJECT DESIGN (34 CFR 75.210(C)(1) AND (C)(2)(I) AND (II)) (UP TO 30 POINTS).

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

- (1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (up to 15 points); and
- (2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs (up to 15 points).



84.282B SELECTION CRITERIA

(III) *QUALITY OF PROJECT PERSONNEL* ([34 CFR 75.210\(E\)\(1\)](#), (E)(2), AND (E)(3)(II)) (UP TO 20 POINTS).

1. The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers:

- (1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability (up to 2 points); and
- (2) The qualifications, including relevant training and experience, of key project personnel (up to 18 points).



84.282B SELECTION CRITERIA

(IV) QUALITY OF THE MANAGEMENT PLAN (34 CFR 75.210(G)(1) AND (G)(2)(I)) (UP TO 20 POINTS).

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.



84.282B SELECTION CRITERIA

(V) CONTINUATION PLAN (SECTION 4303(F)(1)(A)(VI)(II) OF THE ESEA) (UP TO 15 POINTS).

The extent to which the eligible applicant is prepared to continue to operate *charter schools* that would receive grant funds in a manner consistent with the eligible applicant's application once the grant funds under this program are no longer available.



84.282E SELECTION CRITERIA

SCORING ALLOCATION CHART

Selection Criteria	Point Allocation
(i) Contribution in Assisting Educationally Disadvantaged Student	15 points
(ii) Quality of the Project Design (34 CFR 75.210(c)(1) and (c)(2)(i) and (ii))	30 points
(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable	(15 points)
(2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs	(15 points)
(iii) Quality of Project Personnel (34 CFR 75.210(e)(1), (e)(2), and (e)(3)(ii))	10 points
(1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability	(1 points)
(2) The qualifications, including relevant training and experience, of key project personnel	(9 points)
(iv) Quality of the Management Plan (34 CFR 75.210(g)(1) and (g)(2)(i))	10 points
(v) Quality of the Eligible Applicant	20 points
(vi) Continuation Plan (Section 4303(f)(1)(A)(vi)(II) of the ESEA)	15 points
Selection Criteria Total	100 points



84.282E SELECTION CRITERIA

(I) CONTRIBUTION IN ASSISTING EDUCATIONALLY DISADVANTAGED STUDENTS (15 POINTS).

The significance of the contribution the proposed project will make in expanding educational opportunities for *educationally disadvantaged students* and enabling those students to meet challenging State academic standards. In determining the significance of the contribution the proposed project will make, the Secretary considers the quality of the plan to ensure that the charter school the applicant proposes to replicate or expand will recruit and enroll *educationally disadvantaged students* and serve those *students* at rates comparable to surrounding public schools.



84.282E SELECTION CRITERIA

(II) QUALITY OF THE PROJECT DESIGN ([34 CFR 75.210\(C\)\(1\) AND \(C\)\(2\)\(I\) AND \(II\)](#)) (UP TO 30 POINTS).

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of Start Printed Page 8981 the proposed project, the Secretary considers the following factors:

1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (up to 15 points); and
2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs (up to 15 points).



84.282E SELECTION CRITERIA

(III) QUALITY OF PROJECT PERSONNEL ([34 CFR 75.210\(E\)\(1\) AND \(E\)\(3\)\(II\)](#))
(UP TO 10 POINTS).

1. The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers:
2. (1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability (up to 1 point);
3. (2) The qualifications, including relevant training and experience, of key project personnel (up to 9 points).



84.282E SELECTION CRITERIA

(IV) QUALITY OF THE MANAGEMENT PLAN ([34 CFR 75.210\(G\)\(1\)](#) AND (G)(2)(I)) (UP TO 10 POINTS).

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

84.282E SELECTION CRITERIA

(V) QUALITY OF THE ELIGIBLE APPLICANT (20 POINTS).

The extent to which the applicant demonstrates that the *charter school* to be replicated or expanded is a *high-quality charter school*, in

1. The degree to which the applicant has demonstrated success in increasing academic achievement, including graduation rates where applicable, for all students and for each of the subgroups of students described in section 1111(c)(2) of the ESEA, attending the *charter schools* the applicant operates or manages. These subgroups of students include: Economically disadvantaged students, students from major racial and ethnic groups, *children with disabilities*, and students who are *ELs*.
2. The extent to which the academic achievement results (including annual student performance on statewide assessments and annual student attendance and retention rates, and where applicable and available, student academic growth, high school graduation rates, college attendance rates, and college persistence rates) for *educationally disadvantaged students* served by the *charter schools* operated or managed by the applicant have exceeded the average academic achievement results for such students in the State.
3. The extent to which *charter schools* operated or managed by the applicant have been closed; have had a charter revoked due to noncompliance with statutory or regulatory requirements; have had their affiliation with the applicant revoked or terminated, including through voluntary disaffiliation; have had any significant issues in the area of financial or operational management; have experienced significant problems with statutory or regulatory compliance that could lead to revocation of the school's charter; and have had any significant issues with respect to student safety.



84.282E SELECTION CRITERIA

(VI) CONTINUATION PLAN (SECTION 4303(F)(1)(A)(VI)(II) OF THE ESEA) (UP TO 15 POINTS).

The extent to which the eligible applicant is prepared to continue to operate *charter schools* that would receive grant funds in a manner consistent with the eligible applicant's application once the grant funds under this program are no longer available.



SUGGESTED POINT RANGES FOR RATING APPLICANT RESPONSES TO THE SELECTION CRITERIA

Shown below are *suggested* point ranges for an evaluation of fully developed, well developed, adequately developed, poorly developed, or not addressed, for each of the Selection Criteria.

Maximum Point Value	Quality of Applicant's Response				
	Not Addressed	Poorly Developed	Adequately Developed	Well-Developed	Fully Developed
10	0	1-5	6-7	8-9	10
15	0	1-8	9-11	12-14	15
20	0	1-10	11-15	16-19	20
30	0	1-15	16-23	24-29	30



APPLICATION REQUIREMENTS

84.282B AND 84.282E

Applications for grants under CFDA numbers 84.282B and 84.282E must respond to the following application requirements (A-O) in the NIA. An applicant may choose to respond to these requirements in the context of its responses to the selection criteria. Please make sure to highlight and reference these responses in your application.

Please see NIA for complete application requirements.



APPLICATION REQUIREMENTS

84.282B AND 84.282E

- (a) A description of the roles and responsibilities of the eligible applicant, partner organizations, and *charter management organizations*, including the administrative and contractual roles and responsibilities of such partners (Section 4303(f)(1)(C)(i)(I) of the ESEA);
- (b) A description of the quality controls agreed to between the eligible applicant and the *authorized public chartering agency* involved, such as a contract or performance agreement, how a school's performance in the State's accountability system and impact on student achievement (which may include student academic growth) will be one of the most important factors for renewal or revocation of the school's charter, and how the SEA and the *authorized public chartering agency* involved will reserve the right to revoke or not renew a school's charter based on financial, structural, or operational factors involving the management of the school (Section 4303(f)(1)(C)(i)(II) of the ESEA);

APPLICATION REQUIREMENTS

84.282B AND 84.282E

- (c) A description of how the eligible applicant will solicit and consider input from parents and other members of the community on the implementation and operation of each *charter school* that will receive funds (Section 4303(f)(1)(C)(i)(IV) of the ESEA);
- (d) A description of the eligible applicant's planned activities and expenditures of funds to support the activities described in section 4303(b)(1) of the ESEA, and how the eligible applicant will maintain financial sustainability after the end of the grant period (Section 4303(f)(1)(C)(i)(V) of the ESEA);
- (e) A description of how the eligible applicant will support the use of effective parent, family, and community engagement strategies to operate each *charter school* that will receive funds under this program (Section 4303(f)(1)(C)(i)(VI) of the ESEA);



APPLICATION REQUIREMENTS

84.282B AND 84.282E

(f) A description of how the eligible applicant has considered and planned for the transportation needs of students for each school that will receive funds (Section 4303(f)(1)(E) of the ESEA);

(g) A description of how each school that will receive funds will support all students once they are enrolled to promote retention, including by reducing the overuse of discipline practices that remove students from the classroom;

(h) A description of how each school that will receive funds will have a high degree of autonomy over budget and operations, including autonomy over personnel decisions (Section 4303(f)(2)(A) of the ESEA);



APPLICATION REQUIREMENTS

84.282B AND 84.282E

- (i) A description of how the applicant will ensure that each *charter school* that will receive funds will recruit, enroll, and retain students, including *children with disabilities*, ELs, and other *educationally disadvantaged students*, including the lottery and enrollment procedures that will be used for each *charter school* if more students apply for admission than can be accommodated, and, if the applicant proposes to use a weighted lottery, how the weighted lottery complies with section 4303(c)(3)(A) of the ESEA;
- (j) A description of how the applicant will ensure that all eligible *children with disabilities* receive a free appropriate public education in accordance with part B of the IDEA;



APPLICATION REQUIREMENTS

84.282B AND 84.282E

(k) A description of how each school that will receive funds meets the definition of *charter school* under section 4310(2) of the ESEA as well as how the autonomy and flexibility granted to each charter school that will receive funds is consistent with the definition of a *charter school*;

(l) If an applicant proposes to open a new *charter school* (CFDA number 84.282B) or proposes to *replicate* or *expand* a *charter school* (CFDA number 84.282E) that provides a single-sex educational program, the applicant must demonstrate that the proposed single-sex educational programs are in compliance with Title IX of the Education Amendments of 1972 ([20 U.S.C. 1681](#), *et seq.*) (“Title IX”) and its implementing regulations, including [34 CFR 106.34](#).



APPLICATION REQUIREMENTS

84.282B AND 84.282E

- (m) A request and justification for any waivers of Federal statutory or regulatory requirements over which the Secretary exercises administrative authority, except any such requirement relating to the elements of a *charter school* in section 4310(2) of the ESEA, that the applicant believes are necessary to implement its proposed project (Section 4303(d)(5));
- (n) A complete *logic model* for the grant project. The *logic model* must include the applicant's objectives for implementing a new *charter school* or replicating or expanding a *high-quality charter school* with funding under this competition; and
- (o) The applicant's most recent available independently audited financial statements prepared in accordance with generally accepted accounting principles.



APPLICATION REQUIREMENTS

84.282E

****Please Note:** Grants for the Replication and Expansion of High-Quality Charter, CFDA 84.282E, in addition to the preceding application requirements, must address the following application requirements:

(a) For each charter school currently operated or managed by the applicant, provide—

(1) Information that demonstrates that the school is treated as a separate school by its authorized public chartering agency and the State, including for purposes of accountability and reporting under Title I, Part A of the ESEA;



APPLICATION REQUIREMENTS

CONT..

- (2) Student assessment results for all students and for each subgroup of students described in section 1111(c)(2) of the ESEA;
- (3) Attendance and student retention rates for the most recently completed school year and, if applicable, the most recent available four-year adjusted cohort graduation rates and extended year adjusted cohort graduation rates; and
- (4) Information on any significant compliance and management issues encountered within the last three school years by the existing charter school being operated or managed by the eligible entity, including in the areas of student safety and finance.



DEFINITIONS

OVERVIEW OF SOME DEFINITIONS INCLUDED IN THE NIA:

- 1) Authorized Public Chartering Agency
- 2) Charter Management Organization
- 3) Charter School
- 4) Developer
- 5) Dual or concurrent enrollment program
- 6) Early college high school
- 7) Educationally disadvantaged students
- 8) Expand
- 9) High-quality charter school
- 10) Replicate

*Please see the NIA for a full list of definitions. These are not the only terms defined.



CSP PERFORMANCE MEASURES

GPRA

(a) The primary goal of the CSP is to support the creation and development of a large number of *high-quality charter schools* that are free from State or local rules that inhibit flexible operation, are held accountable for enabling students to reach challenging State performance standards, and are open to all students.

(1) The number of charter schools in operation around the Nation, and
(2) the percentage of fourth- and eighth-grade charter school students who are achieving at or above the proficient level on State assessments in mathematics and reading/language arts.

Additionally, the Secretary has established a third measure to examine the efficiency of the CSP: Federal cost per student in implementing a successful school (defined as a school in operation for three or more consecutive years).



CSP PERFORMANCE MEASURES

PROJECT-SPECIFIC PERFORMANCE MEASURES

(b) *Project-Specific Performance Measures*. Applicants must propose project-specific *performance measures* and *performance targets* consistent with the objectives of the proposed project. Applications must provide the following information as directed under [34 CFR 75.110](#)(b) and (c):

- (1) *Performance measures.*
- (2) *Baseline data.*
- (3) *Performance targets.*
- (4) *Data collection and reporting.*

All grantees must submit an annual performance report with information that is responsive to these *performance measures*.



APPLICABLE REGULATIONS AND STATUTE

- i. Title IV, Part C of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA) (<https://innovation.ed.gov/files/2017/03/Statute-for-website.pdf>)
- ii. The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99.
- iii. The OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and
- iv. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474.



AWARD NOTICES

If your application is successful, we will notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may also notify you informally, as well.

If your application is not evaluated or not selected for funding, we will notify you.



AGENDA

84.282B AND 84.282E – DEVELOPER GRANTS

- OVERVIEW
 - PURPOSE
 - ELIGIBILITY
 - COMPETITION BASICS
- APPLICATION DETAIL
 - APPLICATION PACKAGE OVERVIEW
 - PRIORITIES
 - SELECTION CRITERIA
 - REQUIREMENTS
 - PERFORMANCE MEASURES

OPEN LICENSING

- GRANTS.GOV



OPEN LICENSING

NEW DEPARTMENT OF EDUCATION REGULATION COVERING CSP GRANTEES

All Department of Education grantees awarded competitive grant funds, unless an exception applies, must openly license to the public all copyrightable grant deliverables that are created with Department grant funds, including such deliverable as educational software, curriculum materials, professional development training materials, assessment systems, etc. This requirement applies to CSP grants.

Purposes:

- Promotes efficient dissemination of grant-funded works.
- Promotes innovation through creative re-use of grant funded works.

The Rule:

<https://www.federalregister.gov/documents/2017/01/19/2017-00910/open-licensing-requirement-for-competitive-grant-programs>



WHAT DOES OPEN LICENSING MEAN?

Under an open license, the public is given permission...

- to access, reproduce, publicly perform, publicly display, and distribute the copyrightable work;
- to prepare derivative works, as defined in the Copyright Act, 17 U.S.C. 101, and to reproduce, publicly perform, publicly display and distribute those derivative works; and
- to otherwise use the copyrightable work, created in whole or in part with competitive grant funds provided by the Department, provided that in all such instances attribution is given to the copyright holder.

Note: Grantees may use any open licenses that comply with the rule (see additional conditions in the actual rule), including a license that limits use to noncommercial purposes.



WHAT IS A “DELIVERABLE” COVERED BY THE OPEN LICENSING RULE?

- Copyrightable grant deliverables, or deliverables, are final versions of a work developed to carry out the purpose of the grant, as specified in the grant announcement (i.e., notice inviting applications or application package).
- The [open licensing] requirement will apply both to the deliverables themselves and to any final version of program support materials necessary to the use of the deliverables.



MORE ABOUT THE OPEN LICENSING RULE

- The rule does not apply to pre-existing works,
- When pre-existing works are modified under grant funding, the rule only applies to the modifications
- A grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate the openly licensed copyrightable works.
- In some limited cases, exceptions to the rule may be granted by the Department. However, such exceptions will not be considered until after grant awards are made, and applicants must not assume that an exception would be granted.

AGENDA

84.282B AND 84.282E – DEVELOPER GRANTS

- OVERVIEW
 - PURPOSE
 - ELIGIBILITY
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- APPLICATION DETAIL
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 - SELECTION CRITERIA
 - REQUIREMENTS
 - PERFORMANCE MEASURES
- OPEN LICENSING

GRANTS.GOV (REGISTER AND SUBMIT EARLY!)



WHAT IS GRANTS.GOV?

- An external application system used throughout the Federal government
- Available at www.grants.gov



IMPORTANT REMINDER

Please be sure to check the CFDA# (84.282B or 84.22E), Opportunity Number and title before you download the application package. While you can view the application on the CSP webpage or grants.gov, you **MUST** register in grants.gov to submit your application.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
ED-GRANTS-030218-002	Office of Innovation and Improvement (OII): Charter Schools Program (CSP) Grants to Developers for the Replication and Expansion of High-Quality Charter Schools CFDA Number <u>84.282E</u>	ED	Posted	03/02/2018	04/16/2018
ED-GRANTS-030218-001	Office of Innovation and Improvement (OII): Charter Schools Program (CSP) Grants to Developers for the Opening of New Charter Schools CFDA Number <u>84.282B</u>	ED	Posted	03/02/2018	04/16/2018



GRANTS.GOV REGISTRATION PROCESS

The Grants.gov registration process involves five (5) basic steps:

1. Obtain a DUNS number
2. Register with SAM. You must register with SAM annually!
3. Set up your Authorized Organization Representative (AOR) profile
4. Get authorized as an AOR by your organization's e-Biz POC
5. Track your AOR status



GRANTS.GOV REGISTRATION PROCESS

1. The complete Grants.gov registration process takes **up to 4 weeks** to complete.
2. You do not have to register with Grants.gov if you only want to find grant opportunities or to download application packages – **but you MUST register to SUBMIT!**



GRANTS.GOV REGISTRATION PROCESS

Step 1: Register Your Organization

- To register, your organization will need to obtain a DUNS number. If your organization does not have a DUNS number, you can call **1-866-705-5711**. Check with your organization's grants office before obtaining a DUNS number. **Use the same DUNS number used on the SF 424 form.**

Step 2: SAM Registration

- Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central Contractor Registry (CCR)). Your organization must have a DUNS number to register with SAM. SAM registration takes approximately 7 business days, but may take up to several weeks, to complete. **Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to be available in Grants.gov and before you can submit an application through Grants.gov. SAM requires an annual registration – you will be unable to submit if this has not been updated. This may take three or more business days.**



GRANTS.GOV REGISTRATION PROCESS

Step 3: AOR Registration

- Create your Authorized Organization Representative (AOR) registration to obtain your username and password. You will need your organization DUNS number to complete the profile.

Step 4: Confirm AOR Registration

- The E-Business Point of Contact at your organization will receive your registration from Grants.gov. The E-Biz POC will then authorize you as an AOR. The E-Biz POC is usually someone in your grants office. Only an AOR may submit an application.



GRANTS.GOV REGISTRATION PROCESS

Step 5: Track your AOR status

- The length of time is contingent upon how long it takes your E-Biz POC to authorize you as an AOR. There may be more than one AOR at the organization.
- All 5 registration steps can be found on the Grants.gov website.

<http://www.grants.gov/web/grants/applicants/organization-registration.html>



GRANTS.GOV APPLICATION PACKAGE

- Review “Grants.gov Submission Procedures and Tips for Applicants” in application package.
- Applicant must download the correct version of Adobe in order to read any Grants.gov application packages.
- In Adobe, applicants must move all mandatory forms from left to right, in order to open each form.
- Once the form is on the right side, applicant can complete and **SAVE** each form; while in process, the application package is saved offline.
- Press the final **SAVE & SUBMIT** button before the final submission of the application.



GRANTS.GOV APPLICATION PACKAGE

- Once you download the application, multiple people can work on it, and you work offline.
- Save often.
- Includes both forms and attachments.
- Submit all documents as **PDF files**.
- Once the application is complete, the “save and submit” button becomes active.



GRANTS.GOV APPLICATION SUBMISSION

SUCCESSFUL SUBMISSION

1. Applicants should receive a confirmation email with a time and date stamp and an assigned tracking number from Grants.gov
2. Applicants should receive a validation email from Grants.gov. This means the application is ready for Department pickup
3. Applicant should receive an email with their assigned PR Award # (U282_18XXXX)

UNSUCCESSFUL SUBMISSION

1. Applicants should receive a confirmation email with a time and date stamp and an assigned tracking number from Grants.gov
2. If the application is received after 4:30:00 pm on April 16, 2018 or validation is not successful, applicant should receive an error email
3. Email may list the error, or applicant can use their tracking number to find the submission error



GRANTS.GOV

APPLICATION PACKAGE – UNSUCCESSFUL SUBMISSION

- Verify Submission is on time and validated successfully
- To check, login to Grants.gov and click on the Track My Application link
- Date/time received should be earlier than 4:30:00 p.m. on April 16, 2018.
- Application status should be “Validated”.
- Do not rely solely on email to confirm whether your application has been received on time and validated successfully.



The screenshot shows the Grants.gov website interface. The top navigation bar includes links for HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, and OUTREACH. A dropdown menu for APPLICANTS is open, showing options for APPLICANT ACTIONS (Apply for Grants, Track My Application) and APPLICANT RESOURCES (Grant Eligibility, Individual Registration, Organization Registration, Grant Application Process, Applicant FAQs, Applicant Resources, Applicant Tips). A green arrow points to the 'Track My Application' link. Below the navigation is a section titled 'Find Open Grant Opportunities' with tabs for 'NEWEST OPPORTUNITIES', 'BROWSE CATEGORIES', 'BROWSE AGENCIES', and 'BROWSE ELIGIBILITIES'. A table lists several funding opportunities.

Funding Opportunity Number	Opportunity Title	Agency
SCAKAB-14-AW-001-SCA-05202014	Access to Justice Small Grants Program	U.S. Mission to Afghanistan
EPA-R4-WPD-2014-SFL	Special Studies- South Florida Geographic Initiative, Water Quality Protection Program for the Florida Keys National Marine Sanctuary, and the Southeast Florida Coral Reef Initiative/Land-Based Sources of Pollution	Environmental Protection Agency
R14SS00006	Grand Canyon Adaptive Management Program Tribal Participation	Bureau of Reclamation
F14AS00193	DOI Project #SA067; Hurricane Sandy; Beach Resiliency Studies; Fire Island;	Fish and Wildlife Service

GRANTS.GOV SUBMISSION

- Save a copy of your application.
- We may request original signatures on forms at a later date.
- Applications cannot be “unsubmitted”.
- Users may resubmit their application at any point up until the closing date and time; we review the most recent submission before the due date and time.
- **Closing Date: April 16, 2018, 4:30:00 PM Washington, DC time**

GRANTS.GOV AVAILABILITY

- If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk at 800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.
- If you are prevented from electronically submitting your application on the application deadline date **because of technical problems with the Grants.gov system**, we will grant you an extension until 4:30:00 p.m. (Washington, DC time), the following day to enable you to transmit your application electronically, by hand delivery, or through the mail **following the instructions in the Notice**.



GRANTS.GOV AVAILABILITY

- If you submit an application after 4:30:00 p.m. (Washington, DC time) on April 16, 2018, contact the person listed in the Notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your explanation if we can confirm that a technical problem occurred with the Grants.gov system and that a problem affected your ability to submit your application by the deadline.
- The Department will contact you after a determination is made on whether your application will be accepted.



GRANTS.GOV AVAILABILITY

These extensions apply only to **the unavailability of, or technical problems with,** the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application on Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.



FOR INFORMATION AND ASSISTANCE

CSP STAFF

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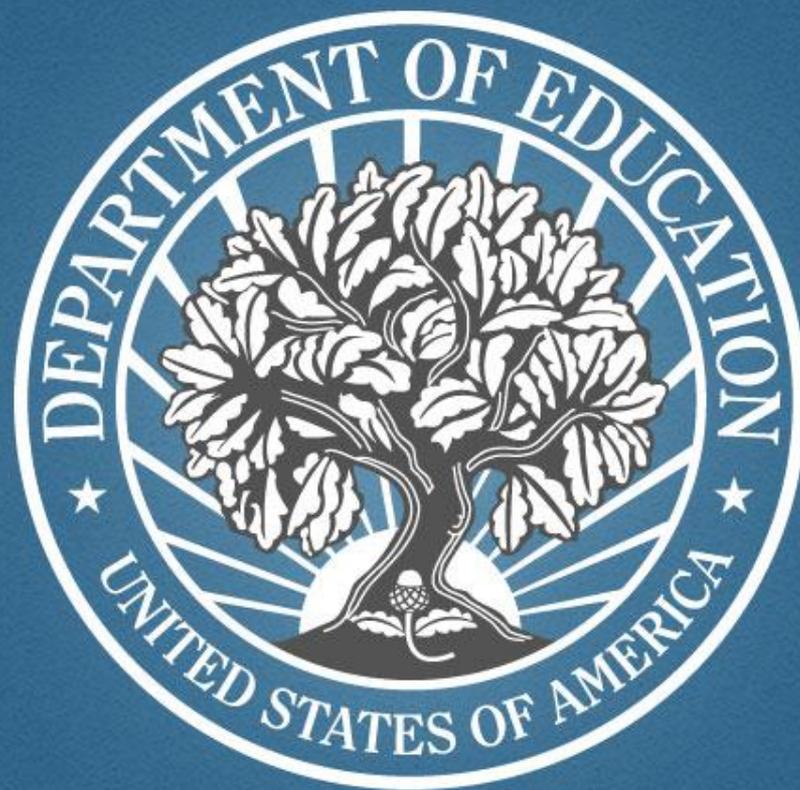
QUESTIONS?

Closing Date:

**Monday, April 16, 2018, at 4:30 p.m.
(EST)**

Washington, DC time

Important Note: The competition closes on a Wednesday and the Grants.gov helpdesk is not available the weekend prior to the closing date. You are strongly encouraged to submit early! You can always resubmit your application on the closing date by 4:30 p.m. if you need to update your application.



THANK YOU



U.S. DEPARTMENT
OF EDUCATION

