**Promise Neighborhoods 2018 Extension Competition**

**Application Package**

**U.S. Department of Education**

**Office of Innovation and Improvement**

**Washington, DC**

**20202-5900**



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**NOTE: Federal Funding Opportunity Number for the FY 2018 Promise Neighborhoods Extension grant program is ED-GRANTS-042718-001.**

# **I. OVERVIEW OF THE APPLICATION AND SUBMISSION PROCESS**

1. **Getting Started**
	1. All interested eligible applicants should review the Funding Opportunity Notice. It is in Grants.gov and will be posted at the U.S. Department of Education (ED) webpage <https://innovation.ed.gov/what-we-do/parental-options/promise-neighborhoods-pn/applicant-info-and-eligibility/>. The notice will orient applicants with the 2018 Promise Neighborhoods extension grant competition by providing the following information:
		* 1. Funding Opportunity Description;
			2. Award Information;
			3. Eligibility Information;
			4. Submission Information; and
			5. Award Administration Information.
	2. The Department will host a pre-application webinar on May 3, 2018 designed to help interested applicants with the application process. Interested applicants may also send their questions to promiseneighborhoods@ed.gov. We are not able to respond to every question but will email any response (and the incoming question) to all eligible applicants, which are **only FY 2011 and FY 2012 Promise Neighborhoods implementation grantees.**
2. **A Complete PN Extension Application Includes:**

***Part I – PN Project Abstract*** (UsePN Abstract Form on the ED Promise Neighborhood website and attach it in grants.gov under “Other Attachments”)

***Part II – Extension Project Plan*** (Response to the selection criteria; attach it in Grants.gov as “Project Narrative form”)

 ***Part III – Appendix and Standard Forms***

 Appendix A: GPRA Data and Implementation Grant Summary

 Appendix B: PN Detailed Project Plan and Resumes of Key Staff

 Appendix C: Memorandums of Understanding

 Appendix D: Budget Summary (524 form) and Budget Narrative

 Appendix E: Demonstration of PN Match Commitments

 Appendix F: Standard Forms

1. **Submitting Your Application**

# Once the application is complete, it must be submitted electronically using the Grants.gov system. Federal Funding Opportunity Number for the FY 2018 Promise Neighborhoods Extension grant program is ED-GRANTS-042718-001. A detailed discussion of Grants.gov is also included in this application package (see section V. Submitting Your Completed Application). Applicants are encouraged to re-acquaint themselves with this system and to submit their applications **early**. AllPromise Neighborhoods Extension applicationsmust be received on or before **4:30:00 pm Washington, D.C., time on May 23, 2018.**

We strongly recommend that applicants do not wait until the last day to submit the application. The time it takes to upload the narratives for the application will vary depending on a number of factors including the size of the files and the speed of the Internet connection. If an applicant tries to submit its application after 4:30:00 P.M. on the deadline date, the Grants.gov system will not accept it.

Please note that ED grant application deadlines are 4:30:00 P.M. Washington, DC time. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

# **II. INSTRUCTIONS FOR PN APPLICATION COMPONENTS**

The ***PN Abstract Form*** is where the applicant will attach its abstract narrative. The abstract should use language that will be understood by a range of audiences. The Project Abstract should: (i) describe the targeted neighborhood(s), specifically the extent to which the same neighborhood(s) and schools included in the initial PN implementation grant will be served; and (ii) include a brief description, for example, 2,000 characters or less, of the proposed project.

The PN abstract form will be located at our website <https://innovation.ed.gov/what-we-do/parental-options/promise-neighborhoods-pn/applicant-info-and-eligibility/>. **Applicants must fill out this form electronically, “Save As” a .PDF, and upload the generated .PDF. .Attach the form in the “Other “Attachments” section for this opportunity in grants.gov**

**PLEASE NOTE**: Information included in this PN abstract may be made broadly and publicly available. Applicants should not include proprietary information.

The ***Project Narrative Form*** is where the applicant will attach their ***Extension Project Plan, Part II of their application***. Within their Extension Project Plan, applicants should address each of the Selection Criteria since the application will be evaluated and scored against these criteria. The maximum possible score for each criterion is indicated in Section I of this package. The table on page 7 has non-binding, suggested scoring ranges, we will provide to reviewers.

We strongly encourage applicants to limit the project narrative to **20 pages**, double-spaced, and number the pages consecutively. Please provide any charts, graphs, citations, or examples **within the 20 pages** of the projective narrative. Refer to section IV—Funding Opportunity Submission Information of the notice for additional application submission requirements.

The ***Budget Narrative Form*** is where the applicant will attach a detailed line item budget **(ED 524)** and a detailed budget narrative, which is **Appendix D of Part III** of their application.

Applicants must complete ED form 524 with a line item budget for two project periods which do not exceed a total of 24 months.\* Applicants must also provide a detailed budget narrative for each 12-month project period. The budget narrative should present a complete and detailed itemization of all proposed costs. The detailed budget narrative should describe each budget item and relate it to the appropriate grant activity. It should follow the budget categories of the ED 524 form and show how costs were calculated. For example, the narrative for personnel should include the cost per employee, and the annual salary and the percentage of time devoted to the project for each employee, paid through grant funds. Contractual costs should include for each contract: the name of the contractor, amount and purpose. This level of detail is necessary for the Department to determine if the costs are necessary, reasonable, and allowable. For further guidance on Federal cost principles, an applicant may consult Subpart E of 2 CFR Part 200.A sample detailed budget narrative template can be found on page 15 of this package.

\*Section 75.112(b) of EDGAR requires applicants to present “a narrative that describes how and when, in each budget period of the project, the applicant plans to meet each objective of the project.” EDGAR and other administrative requirements, including the new Uniform Guidance, may be accessed at: http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html.

In addition, applicants should include costs for four project staff persons (project director, evaluator, and two partners) to attend an annual 2-day project director’s meeting in Washington, DC for each year of the 24 month period.

The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the Promise Neighborhoods project. Rules about allowable costs are included both in EDGAR and in the uniform guidance. They can be accessed at http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html

Also, please note that, in Section B, an applicant should show the funds or in-kind donations it proposes to use to meet the matching requirement as well as any other non-Federal funds or in-kind donations that it proposes to use to support its Promise Neighborhoods project. An applicant need not have secured matching funds or in-kind donations in order to show those funds or donations in Section B. However, applicants will need to include commitment letters as described in Appendix E. If an applicant is submitting with its application a request for a reduction of the private-sector matching requirement, the applicant may show in Section B the amount of non-Federal funds or in-kind donations it intends to use to support its Promise Neighborhoods project consistent with that request.

Applicants should check all figures and combined totals in the budget narrative, and compare the amounts with those reflected on the ED 524.

**NOTE**: Questions about obtaining an approved Indirect Cost Rate or how to apply the Indirect Cost Rate to the Federal funds requested can be directed to a cost negotiator using the information provided at the following URL:

<http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>.

The ***Other Attachments Form*** is where the applicant will attach the PN abstract form and, with the exception of D, the items that constitute the appendices.

Applicants are asked to save files as a .PDF, label each file with the Appendix name (e.g., Appendix A – GPRA Data and Implementation Grant Summary) and upload the file to the Other Attachments Form. The Grants.gov system will allow applicants to attach as many as ten (10) separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read.

Applicants are encouraged to follow the order listed below when uploading information to the Other Attachment Form:

**Appendix A**: GPRA Data and Implementation Grant Summary

**Appendix B**: PN Detailed Project Plan and Resumes of Key Staff

**Appendix C**: Memorandums of Understanding

**Appendix D**: Budget Summary and Budget Narrative

**Appendix E**: Demonstration of PN Match Commitments

**Appendix F:** The standard forms used for the Promise Neighborhoods Extension grant

competition are:

* Application for Federal Assistance (SF424 and Supporting Documents)
* ED Supplement to the SF424
* Standard Assurances for Non-Construction Programs (SF424B)
* Grants.gov Lobbying Form (one of the lobbying forms, the one that fits your situation, is required. The forms are listed optional on Grants.gov to avoid submission errors when only one is submitted.)
* Lobbying Disclosure Form (SF LLL) and Instructions
* General Education Provisions Act (GEPA) Requirements – Section 427

**NOTE**: If an applicant has multiple documents to be attached to one of the above narrative sections (except for Other Attachments), it is recommended that the applicant merge them into one .PDF file and upload them to the appropriate narrative.

# **III. SUGGESTED POINT RANGES TO SCORE APPLICATIONS**

All applicants are required to respond to each of the selection criteria in the notice. Scores assigned by peer reviewers indicate how well or poorly the applicant responded to a selection criterion and its specific factors. Shown below are ***suggested*** point ranges that will be provided to peer reviewers to assist in the reviewing and scoring of applicant responses to each selection criterion and its specific factors. While this is not an official or binding rubric, the suggested point ranges may help applicants self-assess before submitting an application.

**TABLE 1.**

|  |  |
| --- | --- |
| **Maximum Point Value** | **Quality of Applicants Response** |
| **Selection Criterion factors is not addressed** | **Selection criterion factor is poorly developed** (major weaknesses) | **Selection criterion factor is adequately developed** (some weaknesses) | **Selection criterion factor is strongly developed** (minor weaknesses) | **Selection criterion factor is fully developed with no weaknesses** |
| 50 | 0 | 1-14 | 15-34 | 35-49 | 50 |
| 20 | 0 | 1-6 | 7-13 | 14-19 | 20 |
| 15 | 0 | 1-5 | 6-10 | 11-14 | 15 |

# **IV. REQUIRED FORMS AND INSTRUCTIONS**

The special form used for the Promise Neighborhoods Program grant competition is:

* PN Abstract Form (Please download this form from the U.S. Department of Education Promise Neighborhoods Webpage and attach it in Grants.gov on the “Other Attachments” Form)

The standard forms used for the Promise Neighborhoods Program grant competition are: (Please use the versions of these forms found in Grants.gov)

* Application for Federal Assistance (SF424 and Supporting Documents)
* ED Supplement to the SF424
* Budget Information - Non-Construction Programs (ED524, Sections A, B, and C)
* Standard Assurances for Non-Construction Programs (SF424B)
* Grants.gov Lobbying Form (Depending on your situation one or the other lobbying form
* Lobbying Disclosure Form (SF LLL) and Instructions are required)
* General Education Provisions Act (GEPA) Requirements – Section 427

**MS Word and PDF versions of all forms can be found at** [**https://www2.ed.gov/fund/grant/apply/appforms/appforms.html**](https://www2.ed.gov/fund/grant/apply/appforms/appforms.html)

# **V. SUBMITTING YOUR COMPLETED APPLICATION**

**IMPORTANT – PLEASE READ FIRST**

**\*\*\*Updated 01/2018\*\*\***

**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 Required**

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.

1. 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.
2. 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](http://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](http://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>

1. **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM. If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.**

1. **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on 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 required, you must submit an electronic application before 4:30:00 p.m. Washington, DC time, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (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, especially the requirement that applicants **only include read-only, flattened .PDF files** in their application:

* Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, flattened format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
* 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.

01/2018

# **VI. 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. The deadline for Intergovernmental review is July 23, 2018.

You may locate the name and contact information of State Single Points of Contact at: <https://www.whitehouse.gov/omb/grants/spoc.html>

# **VII. 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. The time required to complete this information collection is estimated to average 39 hours and 20 minutes per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Promise Neighborhoods, Office of Innovation and Improvement, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 4W338, Washington, D.C. 20202-5970.

# **VIII. APPLICATION COMPLETENESS CHECKLIST**

You may want to use this Checklist to check the completeness of your application package:

**Forms**

 Application for Federal Assistance - (SF 424)

 Department of Education Supplemental Information for SF 424

  ED Budget Form SF 524

 Certification Regarding Lobbying\*

  Disclosure of Lobbying Activities\*

 GEPA Statement

 Assurances Non-Construction Programs

 PN Abstract form (This form is on the U.S. Department of Education PN program

 Webpage. Once filled out attach it in grants.gov via “Other Attachments”.

\*Only one of the lobbying forms is required.

**Narratives**

* ***Part I –Narrative in PN Project Abstract Form*** (The completed PN Abstract Form found on the PN Program Web on the U.S. Department of Education Website. In grants.gov attach the completed form under “Other Attachments” )
* ***Part II – Extension Project Plan*** (includes your response to the selection criteria, use the Project Narrative Attachment Form in grants.gov)
* ***Part III –* Appendix D:** **Budget Narrative** (In Part III, in addition to the 524 form, you would provide a budget narrative for this section utilizing the Budget Narrative Attachment Form in Grants.gov)

**Other Information**

  Appendix A: GPRA Data and Implementation Grant Summary

  Appendix B: PN Detailed Project Plan and Resumes of Key Staff

  Appendix C: Memorandum of Understanding

  Appendix E: Demonstration of PN Match Commitments

# **IX. SAMPLE BUDGET NARRATIVE**

|  |
| --- |
| **SAMPLE BUDGET NARRATIVE****APPLICANT NAME** |
| **Budget Category and Narrative** | **Costs** |
| **1. Personnel** |
| **Program Leadership Staff:** Project Director - 1 FTE @ $85,000Program Managers - 2 FTEs @$60,000/FTECommunity Liaison2 – 2 FTEs @$45,000/FTECommunications Officer – 1 FTE @$60,000Principal Investigator - .50 FTE @$75,000 | $392,500 |
| **Program Staff:** Early Learning Specialists – 2 FTE @ $50,000/FTEFamily Training Coordinator – 4 FTEs @ $50,000/FTEElementary and Middle School Coordinator – 6 FTEs @ $50,000/FTEHigh School Graduation Specialist – 1 FTE @ $60,000Neighborhood Corp – 960 hours @ $12/hour | $671,520 |
| **Administrative Support Staff:** Administrative Assistant – 1 FTE @ $35,000Budget Analyst – 1 FTE @$40,000Data Entry/Record-Keeping – 1000 hours @ $15/hour | $90,000 |
| **Subtotal Personnel** | **$1,154,020** |
| **2. Fringe Benefits** |  |
| **Fringe Benefits @ 28%** (excludes hourly positions) | $315,700 |
| **Subtotal Fringe Benefits** | **$315,700** |
| **3. Travel** |  |
| **Local Travel:** Staff will travel within the Neighborhood including meetings, home visits and trainings. The reimbursement rate currently is 48 cents per mile. | $10,000 |
| **Staff Professional Development:** TBD | $15,000 |
| **Annual Capacity Building Training:** 12@$1,500 per person (includes airfare ($600), lodging ($300), meals ($200), registration ($300) and transportation ($100)) for Program Leadership and Advisory Board Members  | $18,000 |
| **Subtotal Travel** | **$43,000** |
| **4. Equipment** |  |
| **None** | $0 |
| **Subtotal Equipment** | **$0** |
| **5. Supplies** |  |
| Office Materials and Supplies @ $250/month | $3,000 |
| **Promise Schools -** Supplies to implement evidence based activities all school levels - 7 schools @$10,000/year | $70,000 |
| **Family and Community Engagement –** Supplies for community events – 12 events @$2,000/eventSupplies for community training – 6 events @ $1,500/event | $33,000 |
| **Early Learning -** Evidence-Based curriculum and professional development materials – 4 centers @ $10,000/year | $40,000 |
| **Subtotal Supplies** | **$146,000** |
| **6. Contractual** |  |
| **After School Opportunities –** 7 schools @$35,000/school = 245,000**Summer Prevent the Gap Camp** – 315 students @ $125/week for 9 weeks = $354,375 | $599,375 |
| **Longitudinal Data System -**  Case Management System to track and monitor student data  | $25,000 |
| **Evaluation:** Continued costs for an independent evaluation and assessment of the Promise Neighborhood project @ $500/day for 100 days per year.  | $50,000 |
| **Sustainability:** Consultant to facilitate sustainability and scale-up planning and implementation @ $500/day for 72 days per year | $36,000 |
| **Subtotal Contractual** | **$710,375** |
| **7. Construction** |  |
| None | $0 |
| **Subtotal Construction** | **$0** |
| **8. Other** |  |
| **Phones:** $100/month for PD (1), and PMs (2) = $3,600**Printing:** $250/month = $3,000**Mailing:** $500/month = $6,000**Neighborhood Survey Incentives =** 300@$40 = 12,000 | $24,600 |
| **After School Transportation –** 7 schools @$30,000/school year = $210,000**Summer Transportation -** 7 sites @$2,000/week for 9 weeks = $126,000 | $336,000 |
| **Professional Development Registration –** $1,000/PN staff - TBD | $15,000 |
| **Subtotal Other** | **$375,600** |
| **9. Total Direct Costs** | **$2,744,695** |
|  |  |
| **10. Indirect Costs** |  |
| Federal negotiated indirect cost rate is 24.5% Applied to the first $25,000/contract | $522,908 |
| **Subtotal Indirect Costs** | **$522,908** |
| **11. Training Stipends** |  |
| **Early Learning Staff –** 20 trainings - 50 staff @ $100/training = $100,000**School Staff –** 6 trainings - 250 staff @ $150/training = $225,000**Community -** 12 trainings – 30 community members @$45/training = $16,200 | $341,200 |
| **Subtotal Training Stipends** | **$341,200** |
| **12. Total Costs** | **$2,998,428** |