
U.S. DEPARTMENT OF EDUCATION

OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

WASHINGTON, D.C. 20202-5960

APPLICATION INSTRUCTIONS FOR GRANTS UNDER THE

**FY 2020 SUPPORTING
EFFECTIVE EDUCATOR
DEVELOPMENT GRANT
PROGRAM**



CFDA Number: 84.423(A)

FORM APPROVED

OMB no. 1894-0006, Expiration Date: 06/30/2020

DATED MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: June 12, 2020

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PROGRAM OVERVIEW

Program Office: Office of Elementary and Secondary Education (OESE)

Grant Name: Supporting Effective Educator Development Program (SEED)

CFDA Number: 84.423A

Grant Type: Discretionary/Competitive Grants

Purpose of Program: The SEED grant program provides funding to increase the number of highly effective educators by supporting the implementation of Evidence-Based practices that prepare, develop, or enhance the skills of educators. These grants will allow eligible entities to develop, expand, and evaluate practices that can serve as models that can be sustained and disseminated.

Eligible Applicants:

- (a) An Institution of Higher Education that provides course materials or resources that are Evidence-Based in increasing academic achievement, graduation rates, or rates of postsecondary education matriculation.
- (b) A national nonprofit organization with a demonstrated record of raising student academic achievement, graduation rates, and rates of higher education attendance, matriculation, or completion, or of effectiveness in providing preparation and Professional Development activities and programs for teachers, principals, or other School Leaders;
- (c) The Bureau of Indian Education; or
- (d) A partnership consisting of--
 - (i) One or more entities described in paragraph (a) or (b); and
 - (ii) A for-profit entity.

Program Website: <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/supporting-effective-educator-development-grant-program/applicant-info-and-eligibility/>

Program Legislation: Section 2242 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA) (20 U.S.C. 6672).

Program Contact: SEED@ed.gov

NOTICE INVITING APPLICATIONS

Supporting Effective Educator Development (84.423A)

Application available: **April 13, 2020**

Pre-Application Information Webinars:

Pre-recorded informational webinars can be found on the SEED program Website at <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/supporting-effective-educator-development-grant-program/applicant-info/>

Deadline for submitting Intent to Apply: **May 13, 2020**

Deadline for transmitting applications: **June 12, 2020**

Estimated Award Announcement: **Summer 2020**

The full text of the Notice Inviting Applications (NIA) for the FY 2020 SEED competition including all relevant deadlines can be found on the SEED website at the following:

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/supporting-effective-educator-development-grant-program/applicant-info/>

All SEED applications must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system by **11:59:59 pm Washington, DC time on June 12, 2020**. 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.

After successfully submitting a Workspace application, a Grants.gov Tracking Number (ED-GRANTS-041320-001.) 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.

FY 2020 SEED Application Instruction Package

Please note that the SEED Application Instructions Package is for applicants to download and use as a guide only. Unless the applicant qualifies for an exception to the electronic submission requirement, all SEED grant applications must be submitted online using Workspace in Grants.gov.

Intent to Apply

The Department encourages each potential applicant to notify us of the applicant's intent to apply by emailing us at SEED@ed.gov. Please title the email Intent to *Apply* FY 2020 and include the following information in the body of the email: 1) the applicant organization's name and address and (2) the absolute priority the applicant intends to address. Please email us this information by April 13, 2020. Applicants that do not submit an email ahead of time may still apply.

How to Apply!

A Grants.gov applicant must apply online using Workspace. Instructions on getting started on your Workspace Application can be found on the Grants.gov website here:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

For access to complete instructions on how to apply, refer to:

www.grants.gov/web/grants/applicants/apply-for-grants.html.

Funding Opportunity Number: ED-GRANTS-041320-001.

Each application will be reviewed under the competition it was submitted under in the Grants.gov system, and only applications that are successfully submitted by the established deadline will be peer reviewed.

IMPORTANT – PLEASE READ FIRST

The deadline for submission of SEED applications through Grants.gov is 11:59:59 PM Washington, DC Time on June 12, 2020.

Attention Electronic Applicants: This program **requires** the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. Please note that you **must** follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and available at <https://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf>, which contain requirements and information on how to submit an application.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>

Helpful Reminders

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually.]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the

application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. 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.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. 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 11:59:59 p.m. Washington, DC 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 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>

HELPFUL HINTS WHEN WORKING WITH GRANTS.GOV

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov, or access the Grants.gov user guide at: <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>. 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>

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** or Microsoft Word documents in their application:

- Ensure that you attach **.PDF files only** or Microsoft Word files for any attachments to your application, and any PDFs must be in a **read-only, flattened format** (meaning any fillable documents must be saved and submitted as non-fillable PDF files). PDF files and Microsoft Word files are the only Education approved file type accepted as detailed in the common instructions. 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.

Grants.gov System Maintenance

Please be reminded that the Grants.gov system will not be available for use during the times listed below.

Date	Scope	Details
April 18-20, 2020	Server Maintenance	Scheduled Maintenance Outage: Production System will go Offline Saturday April 18, 2020 at 12:01 AM ET. Production System will go Online Monday April 20, 2020 at 6:00 AM ET.

D-U-N-S Number Instructions

All applicants must have a D-U-N-S number in order to apply for Federal funds.

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS number before contacting Dun & Bradstreet to obtain a D-U-N-S number.

Please provide the applicant's DUNS number. You can obtain your DUNS number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the internet at the following URL:

http://www.dnb.com/US/duns_update/index.html.

The DUNS number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the DUNS number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a DUNS number has been entered correctly. Dun & Bradstreet, a global information services provider, has assigned DUNS numbers to over 43 million companies worldwide. For live help Monday-Friday 9am-6pm (EST), dial 1-888-814-1435.

NOTE: Electronic submission via Grants.gov must use the DUNS number your organization used when it registered in the Central Contractor Registry.

Application Tips

- I. **Register or maintain registration on SAM.gov.** The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data entered into the SAM database by an entity. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. Once your SAM registration is active, you will need to allow 24 to 48 hours for the information to update in the system.
- II. **Register early on Grants.gov.** The registration process may take up to two weeks to complete. For additional information on the registration and submission process please review the resources available on the Grants.gov Website.
- III. **Verify that the person assigned to submit the application has been designated as an Authorized Organization Representative (AOR).** You must be “active” in order to submit an application on behalf of the organization.
- IV. **Carefully review the FY 2020 NIA for eligibility requirements.** Clearly state which absolute priority under which you are submitting an application.
- V. **Review the submission for clarity.** Applications will be read by multiple peer reviewers; therefore, it is important to ensure that the application can be understood by someone who is unfamiliar with your project.
- VI. **Submit early on Grants.gov.** Applications must be finished uploading, and be validated by the Grants.gov system, by 11:59:59 p.m. Washington, DC Time on **June 12, 2020**. Validation indicates if the submission was successful and may take up to two days. If the submitted application is deemed invalid due to an error, applicants may correct the error and resubmit only if the 11:59:59 p.m. ET deadline has not passed. Applicants are encouraged to review the submission to be sure that the files transmitted correctly. Grants.gov may not catch all errors. Late submissions or modifications to the submitted application will not be accepted after the deadline.
- VII. Each application will be reviewed under the competition for which it was submitted in the Grants.gov system, and only applications that are successfully submitted by the established closing date will be reviewed.

NOTE: Applicants will receive multiple emails to confirm submission in Grants.gov, validation, and transmission to the Department. Once the application is transmitted to the Department, applicants will receive a final email with a unique identifier called a PR Award Number. Use this number when making inquiries about the submitted application. Please review the email carefully to ensure that you submitted the application under the intended competition.

INSTRUCTIONS FOR COMPLETING AN APPLICATION

Carefully read the entire application instructions package, the Federal Register notice, and the authorizing legislation.

APPLICATION INSTRUCTIONS

Applicants applying for the SEED program will use the following Grants.gov and ED narrative forms:

[ED Abstract Narrative Attachment Form](#)

[Project Narrative Attachment Form](#)

[Budget Narrative Attachment Form](#)

[Other Attachments Form](#)

The [ED Abstract Narrative Attachment Form](#) is where you will attach your one-page program abstract.

The [Project Narrative Attachment Form](#) is where the applicant will attach the narrative sections addressing the Selection Criteria, one of the Absolute Priorities, and, if relevant, the Competitive Preference Priority or Invitational Priority.

The [Budget Narrative Attachment Form](#) is where the applicant will attach a detailed line-item budget and any supplemental budget information. Remember to include a cost share or matching budget of 25% of the total project cost which the federal funds request.

The [Other Attachments Form](#) is where the applicant will attach proposal appendices. This is where you will include information such as resumes/curriculum vitae of key personnel, documentation of status as a national non-profit organization, letters or support, etc. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section.

Please complete the SF 424 first. Grants.gov will automatically insert the correct CFDA (84.423A) and program name wherever needed thereafter.

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424).

INSTRUCTIONS FOR ED ABSTRACT NARRATIVE

The abstract narrative should not exceed one page and should use language that will be understood by a range of audiences. The abstract should include the following items: priorities addressed, project goals and expected outcomes, brief project description, target number of project participants to be served each year, and members of the eligible partnership and any other key partner organizations. It is a summary of your project.

INSTRUCTIONS FOR PROJECT NARRATIVE

The Project Narrative should describe the project that an applicant would carry out if funded and include the eligible applicant's response to the selection criteria since the application will be evaluated and scored against these criteria.

The NIA provides applicants with instructions for preparing and submitting the application, information describing the absolute priorities and competitive preference priorities that have been established for this competition, the selection criteria that will be used to evaluate the application, and other pertinent information concerning the competition for awards.

Should an applicant choose to apply and meet the requirements for the competitive priority, the application can earn up to 110 points. In order to be considered for competitive preference priority points, the applicant must be sure to identify that the priority is addressed in the application and include the section as part of the project narrative.

It is expected that applicants will use the selection criteria to frame their project narratives.

Formatting

We suggest you limit the project narrative to the equivalent of no more than 40 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

Priorities

Applicants are required to designate the priority or priorities under which they are submitting their proposal. All applicants must apply for either Absolute Priority 1 or Absolute Priority 2, but not both.

Clear headings should be provided to indicate an applicant's response to the absolute priority under which they are submitting their proposal and to the competitive preference priority or invitational priority under which they are submitting their proposal, as applicable.

Absolute Priorities

For the purpose of this application, the Department has established two absolute priorities under the Supporting Effective Educator Development Grant Program for the FY 2020 grant competition. Under 34 CFR 75.105(c)(3), we consider only applications that meet one of either Absolute Priority 1 or Absolute Priority 2, but not both.

Absolute Priority 1: Supporting Effective Teachers.

This priority is for projects that will implement activities that are supported by Moderate Evidence. Applicants under this priority may propose one or more of the following activities:

- (1) Providing teachers from nontraditional preparation and certification routes or pathways to serve in traditionally underserved Local Educational Agencies (LEAs).
- (2) Providing teachers with Evidence-Based Professional Development activities that address literacy, numeracy, remedial, or other needs of LEAs and the students the agencies serve; or
- (3) Providing teachers with Evidence-Based professional enhancement activities, which may include activities that lead to an advanced credential.

OR

Absolute Priority 2: Supporting Effective Principals or Other School Leaders.

This priority is for projects that will implement activities that are supported by Promising Evidence. Applicants under this priority may propose one or more of the following activities:

- (1) Providing principals or other School Leaders from nontraditional preparation and certification routes or pathways to serve in traditionally underserved LEAs.
- (2) Providing principals or other School Leaders with Evidence-Based Professional Development activities that address literacy, numeracy, remedial, or other needs of LEAs and the students the agencies serve; or
- (3) Providing principals or other School Leaders with Evidence-Based professional enhancement activities, which may include activities that lead to an advanced credential.

Competitive Preference Priority

For the purpose of this application, the Department has established three competitive preference priorities (CPP) under the Supporting Effective Educator Development Grant Program for the FY 2020 grant competition. Applicants that address the priority may earn up to 10 additional points by doing so.

CPP1 - Promoting Science, Technology, Engineering, or Math (STEM) Education, With a Particular Focus on Computer Science (up to 3 points)

Projects designed to improve student achievement or other educational outcomes in one or more of the following areas: science, technology, engineering, math, or computer science (as defined in this notice). These projects must address the following priority area:

Increasing the number of educators adequately prepared to deliver rigorous instruction in STEM fields, including computer science (as defined in this notice), through recruitment, Evidence-Based (as defined in 34 CFR 77.1 or the ESEA) professional development strategies for current STEM educators, or Evidence-Based retraining strategies for current educators seeking to transition from other subjects to STEM fields.

CPP2 - Fostering Knowledge and Promoting the Development of Skills That Prepare Students to Be Informed, Thoughtful, and Productive Individuals and Citizens (up to 2 points)

Projects likely to improve student academic performance and better prepare students for employment, responsible citizenship, and fulfilling lives, including by preparing children or students to: (i) Develop positive personal relationships with others; (ii) Develop determination, perseverance, and the ability to overcome obstacles; (iii) Develop self-esteem through perseverance and earned success; (iv) Develop problem-solving skills; and/or (v) Develop self-regulation in order to work toward long-term goals.

CPP3 - Spurring Investment in Qualified Opportunity Zones (up to 5 points)

Under this priority, an applicant must demonstrate the area in which the applicant proposes to provide services overlaps with a Qualified Opportunity Zone, as designated by the Secretary of the Treasury under section 1400Z-1 of the Internal Revenue Code (IRC). An applicant must-- (i) Provide the census tract number of the Qualified Opportunity Zone(s) in which it proposes to provide services; **and** (ii) Describe how the applicant will provide services in the Qualified Opportunity Zone(s).

Selection Criteria

The selection criteria outlined below will be used to evaluate the quality of applications submitted for funding. The full description of the selection criteria is contained in the Notice Inviting Applications. Within each criterion, there are specific factors that will be used in evaluating that criterion. In addition, the applicant should note the earlier discussion regarding addressing the required program components and authorized activities when responding to the selection criteria.

The maximum score that an applicant can earn for the selection criteria is 100 points. The maximum score for each criterion is indicated in parentheses following that criterion.

Quality of the Project Design	(35)
Significance	(20)
Quality of the Management Plan	(20)
Quality of the Project Evaluation	(25)

We refer you to the NIA for a full description of each selection criterion and its subfactors. Applicants are strongly encouraged to carefully read each criterion and its subfactors when preparing their applications. These are the criteria that will be used to review and score applications.

INSTRUCTIONS FOR BUDGET NARRATIVE

Before preparing the budget narrative, applicants should review the Federal Register notice and the authorizing legislation for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Federal Register notice.

The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the SEED project. Rules about allowable costs are set out in 2 CFR Part 200¹, as adopted by the Department at 2 CFR Part 3474.²

Provide an itemized budget breakdown narrative, by project year, for each budget category listed in Section A of the ED 524 form. The project period is three years. While there is the possibility of renewal of the grant for two additional years, per Section 2242(b)(2) of ESSA, decisions regarding the extension of the grant will be considered as the first three-year

¹ http://www.ecfr.gov/cgi-bin/text-idx?SID=a00c8ef91d397f640d8c236871fe5eef&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

² <http://www.ecfr.gov/cgi-bin/text-idx?SID=a00c8ef91d397f640d8c236871fe5eef&node=pt2.1.3474&rgn=div5>

performance period ends. Applicants under this grant competition should only include budget information and the required cost-share (match) for three years.

Provide the rate and base on which fringe benefits are calculated. Please check all figures and combined totals in the budget narrative and compare the amounts with those reflected on the ED 524. Provide other budget explanations or comments deemed necessary. Include travel for key grant staff to attend an annual project director convening in Washington DC.

Restricted Indirect Cost Rate Program

The SEED program requires a negotiated restricted indirect cost rate. If an applicant does not have a negotiated restricted rate, they may use a place holder rate unless their approved restricted rate is likely to be lower than 8%. See 34 CFR §§ 75.563 and 76.564 – 76.569 for additional guidance on how to calculate a restricted indirect cost rate. (<https://www.ecfr.gov/cgi-bin/text-idx?node=34:1.1.1.1.22&rgn=div5>)

NOTE: If you have questions about how to obtain an approved restricted indirect cost rate or how to apply that rate, you may contact a cost negotiator using the information provided at: <http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>. If you have further questions about restricted indirect cost rates, please refer to the TQP FAQs. Applicants may also contact the Department’s Indirect Cost Rate Group at IndirectCostGroup@ed.gov.

Non-Federal Cost Share or Match Requirement

Under section 2242 of the ESEA, each grant recipient must provide, from non-Federal sources, at least 25 percent of the total cost for each year of the project activities. These funds may be provided in cash or through in-kind contributions. Grantees must include a budget showing their matching and cost share funds on an annual basis relative to the annual budget amount of SEED grant funds and must provide evidence of their matching and cost share contributions for the first year of the grant at the time of application.

Section 2242 of the ESEA also authorizes the Secretary to waive this matching or cost share requirement for a fiscal year if the Secretary determines that applying the matching requirement to the eligible partnership would result in serious hardship or an inability to carry out authorized SEED program activities. The Secretary does not, as a general matter, anticipate waiving this requirement for recipients of grants under this competition given the importance of matching funds to the long-term success of the project.

COVID-19: We understand that due to the COVID-19 pandemic, many entities are experiencing fiscal hardship and may not be able to provide match/cost share funds. If you believe your organization is unable to meet full SEED 25% nonfederal match/cost share requirement, please submit a request at the time of application in Appendix F.

This request must be accompanied a justification that supports a serious hardship or an inability to carry out the proposed SEED project activities.

Supplement-not-Supplant Requirement

Under section 2302 of the ESEA , the SEED grant program has a Supplement-not-Supplant requirement. This means that costs may not be charged to SEED funds or to matching or cost share funds if, in the absence of SEED funds, these costs would be borne by the applicant anyway. Both Federal and matching and cost share funds must supplement, not supplant, existing non-Federal funds used to carry out activities supporting the grant.

ED 524 LINE ITEM DESCRIPTIONS

Provide an itemized budget breakdown, using the SEED budget narrative template, to justify costs for each project year, for each budget category. Applicants must complete Sections A (federal funds) and B (non-Federal funds) of the ED 524.

Personnel (Line 1): Provide each project personnel's base salary or wages, as well as the percentage full time equivalency (FTE) each individual is projected to work on the SEED project.

Fringe Benefits (Line 2): The institution's or agency's normal contributions for fringe benefits may be charged to SEED funds or contributed as cost share. If you are including fringe benefits, please explain how the fringe rate was calculated and identify the staff members who would receive the benefits. Leave this line blank if fringe benefits applicable to direct salaries and wages are included in indirect costs.

Travel (Line 3): Indicate the proposed travel costs of employees and participants only. Provide a breakdown of the costs associated with each proposed trip and justification for the costs. In addition, applicants should include costs for up to three project staff persons to attend an annual project director meeting in Washington, D.C.

Equipment (Line 4): Describe all equipment to be purchased for the SEED project, i.e., all tangible, non-expendable personal property that would be purchased to support the SEED project. In this regard, equipment has usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. An applicant may establish a lower limit to maintain consistency with its general policies. Also provide, for each piece of equipment to be purchased, the amount to be purchased, the cost per unit and how this cost was determined, and the justification for these purchases.

Supplies (Line 5): Describe all supplies to be purchased for the SEED project, i.e., all tangible, expendable personal property to be purchased to support the SEED project. Supplies (which include materials) differ from equipment in that they are consumable, expendable, and have a unit cost below that of equipment. For each kind of supply, provide the amount to be purchased, the projected cost and how this cost was determined, and a justification for these purchases.

Contractual (Line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract. Identify the contractor, the amount of the contract (this should include a breakdown of the major service components of the contract and the costs of each portion) and an explanation of what the services are being provided by the contractor. In addition, if an applicant proposes to select a contractor before receiving a SEED award, please see 34 CFR 75.135(a) - (c) (section 75.135(a) - (c) of EDGAR) on how the requirements for competitive procurements that normally apply may be avoided by naming the contractors in the application.

Construction (Line 7): Not applicable.

Other (Line 8): Describe all direct costs not covered on lines 1-6. For example, describe costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include any costs that are included in calculations of indirect costs.*

Total Direct Costs (Line 9): The sum of lines 1-8.

Indirect Costs (Line 10): (Refer to restricted cost rate information on page 19.)

Training Stipends (Line 11): If applicable.

Total Cost (Line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + training stipends).

INSTRUCTIONS FOR OTHER ATTACHMENTS (APPENDICES)

Applicants will attach any appendices they may have to the Grants.gov Other Attachments Form. Please provide a special Table of Contents for the appendices. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number and length of appendix entries to a reasonable number for a reviewer to read.

Appendix A: Documentation of Status as an Eligible Applicant AND Documentation of Services Provided

Provide a statement that demonstrates that the applicant organization meets one of the following eligible entity types:

(1) an institution of higher education that provides course materials or resources that are Evidence-Based in increasing academic achievement, graduation rates, or rates of postsecondary education matriculation. OR

(2) a national nonprofit organization with a demonstrated record of raising student academic achievement, graduation rates, and rates of higher education attendance, matriculation, or completion, or of effectiveness in providing preparation and professional development activities and programs for teachers, principals, or other school leaders.

Appendix B: Resumes/Curriculum Vitae

Appendix C: Certification of No Service Fees

Applicants must include a certification that the services provided by an eligible entity under the grant to a LEA or to a school served by the LEA will not result in direct fees for participating students or parents. The certification should be included on applicant letterhead and sign by the Authorizing Representative.

Appendix D: Letters of Support

Appendix E: Proprietary Information

Eligible Applicants should identify any specific proprietary information and page numbers in the application where it can be found.

Appendix F: Cost Share or Match Requirement Waiver, if applicable

ED REQUIRED FORMS

Applicants must submit along with their project narrative the required standard forms, assurances, and certifications. Below is a list of the standard forms, assurances, and certifications that are required.

- SF 424 Application Form for Federal Assistance
- ED Supplemental Form for SF 424
- ED 524 Budget Form
- Evidence of Effectiveness Form

Applicants are required to complete the Evidence of Effectiveness Form for the proposed project. You must include this form to your application when submitting in Grants.gov. To complete the form, select the level of evidence (Promising Evidence or Moderate Evidence) for which you are applying. Note that your project must meet the evidence requirements outlined in the NIA. Further instructions on how to complete this form are on page 24 of this document.

- Grant Application Form for Project Objectives and Performance Measures
- SF-LLL Disclosure of Lobbying Activities
- General Education Provisions Act (GEPA) Requirements - Section 427
- Grants.gov Certification Regarding Lobbying (formerly ED 80-0013)
- SF 424B Form - Assurances, Non-Construction Programs

Electronic copies of the required forms and their instructions can be found at the following addresses:

<http://www2.ed.gov/fund/grant/apply/appforms/appforms.html> , or on the Grants.gov website: <https://www.grants.gov/web/grants/forms/sf-424-family.html#sortBy=0> and the Grants.gov submission package.

INSTRUCTIONS FOR EVIDENCE OF EFFECTIVENESS FORM

- 1. Level of Evidence.** Check the box next to the level of evidence for which you are applying. See the Notice Inviting Applications for the evidence definitions.
- 2. Citation and Relevance.** Fill in the chart for each of the studies you are submitting to meet the evidence standards. If allowable under the program you are applying for, you may add additional rows to include more than four citations. (See below for an example citation.)
 - a. Citation.** Provide the full citation for each study you are using as evidence. If the study has been reviewed by the WWC, please include the rating it received, the WWC review standards version, and the URL link to the description of that finding in the WWC reviewed studies database. Include a copy of the study or a URL link to the study, if available. Note that, to provide moderate or strong evidence, you must cite a publicly available, original study of the effectiveness of a component of your proposed project on a student outcome or other relevant outcome.
 - b. Relevant Finding(s).** Describe: 1) the project component included in the study that is also a component of your proposed project, 2) the student outcome(s) or other relevant outcome(s) that are included in both the study and in the logic model (theory of action) for your proposed project, and 3) the study finding(s) supporting a favorable relationship between a project component and a relevant outcome. Cite page and table numbers from the study, where applicable.
 - c. Overlap of Population and/or Settings.** Explain how the population and/or setting in your proposed project are similar to the populations and settings included in the relevant finding(s). Cite page numbers from the study, where applicable.

EXAMPLE: For Demonstration Purposes Only

A. Citation	B. Relevant Finding(s)	C. Overlap of Population and Settings
<p><i>Bettinger, E.P., & Baker, R. (2011). The effects of student coaching in college: An evaluation of a randomized experiment in student mentoring. Stanford, CA: Stanford University School of Education. Available at https://ed.stanford.edu/sites/default/files/bettinger_baker_030711.pdf</i></p> <p><i>Meets WWC Group Design Standards without Reservations under review standards 2.1 (http://ies.ed.gov/ncee/wwc/Study/720)</i></p>	<p><i>The intervention in the study is a form of college mentoring called student coaching. Coaches helped with a number of issues, including prioritizing studies and identifying barriers and ways to overcome them. Coaches were encouraged to contact their assignees by either phone, email, text messaging, or social networking sites (pp. 8-10). The proposed project for Alpha Beta Community College students will train professional staff and faculty coaches on the most effective way(s) to communicate with their mentees, suggest topics for mentors to talk to their mentees, and be aware of signals to prevent withdrawal or academic failure.</i></p> <p><i>The relevant outcomes in the study are student persistence and degree completion (Table 3, p. 27), which are also included in the logic model</i></p>	<p><i>The full study sample consisted of “13,555 students across eight different higher education institutions, including two- and four-year schools and public, private not-for-profit, and proprietary colleges.” (p. 10) The number of students examined for purposes of retention varied by outcome (Table 3, p. 27). The study sample overlaps with Alpha Beta Community College in terms of both postsecondary students and postsecondary settings.</i></p>

Applicants are required to complete the Evidence of Effectiveness Form for the proposed project. You must include this form to your application when submitting in Grants.gov.

To complete the form, select the level of evidence (Promising Evidence or Moderate Evidence) for which you are applying. Note that your project must meet the evidence requirements outlined in the NIA. To be eligible for AP1, your project must be supported by Moderate Evidence and to be eligible for AP2, your project must be supported by Promising Evidence. Refer to the NIA for definitions of Moderate Evidence and Promising Evidence. You may submit up to two citations to meet the evidence requirements.

Next, complete the Citation and Relevance chart for each of the studies you are submitting to meet the evidence standards. For each example of supporting evidence, you must provide the citation, the relevant findings, and the overlap of population and settings.

For additional guidance and examples, see Page 2 of the form.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0001. The time required to complete this information collection is estimated to vary from 1 to 4 hours per response, with an average of 1.5 hours 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. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to the Office of Innovation and Improvement, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202

OMB NUMBER: 1894-0017
EXPIRATION DATE: 06/30/2020

APPLICANT CHECKLIST

Use This Checklist While Preparing Your Application Package.
All items listed on this checklist are required, except as noted.

- SF 424 Application Form for Federal Assistance
- ED Supplemental Form for SF 424
- ED 524 Form (Budget Summary Form)
- Narrative addressing GEPA Section 427
- Evidence of Effectiveness Form
- Grant Application Form for Project Objectives and Performance Measures Information
- Assurances and Certifications
 - SF 424B Form - Assurances for Non-Construction Programs
 - Lobbying Disclosure Form (SF LLL) (if applicable; refer to instructions)
 - Grants.gov Certification Regarding Lobbying (formerly ED 80-0013)
- Abstract Narrative
- Project Narrative
- Budget Narrative
- Other Attachments (Upload Appendices Here)
 - Appendix A: Documentation of Status as an Eligible Applicant AND Documentation of Sources
 - Appendix B: Resumes/Curriculum Vitae
 - Appendix C: Certification of No Service Fees
 - Appendix D: Letters of Support
 - Appendix E: Proprietary Information
 - Appendix F: Cost Share or Match Requirement Waiver, if applicable

EXECUTIVE ORDER 12372

Intergovernmental Review of Federal Programs

(This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants_spoc

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200, 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC Time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

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. Public reporting burden for this collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary.

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0006 Note: Please do not return the completed Qualitative Feedback Survey to this address.

If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Supporting Effective Educator Development Grant Program, Office of Elementary and Secondary Education, Effective Educator Development Programs, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-5960.