

# APPLICATION SUBMISSION PROCEDURES

## *Application Transmittal Instructions*

Attention Applicants: This program **requires** the electronic submission of applications—specific requirements and instructions can be found in this application package. Please note that you must follow the application procedures described in this application package.

### Applications Submitted Electronically

Consolidated Grant applications must be submitted electronically using MAX.gov (<http://max.gov/>). MAX.gov is a government-wide collaboration, information sharing, data collection, publishing, and analytical web-based platform for Federal agencies and partners. Through this site, you will be able to download a copy of the application package.

Your application must be fully uploaded and submitted, and must be date and time stamped by the MAX.gov system **no later than 11:59:59 PM Eastern Time on the closing date.**

You should review and follow the instructions for submitting an application through MAX.gov that are included in this application package to ensure that you submit your application in a timely manner to the MAX.gov system. On the MAX.gov site you will also have access to “MAX Frequently Asked Questions” on the homepage by visiting <https://portal.max.gov/portal/faq>. These FAQs may provide helpful guidance to support a smooth application submission.

### **Please note the following:**

- You must attach any narrative sections of your application as files in a **.PDF** (Portable Document Format) file. **If you upload a file type other than a .PDF file, or submit a password-protected file, we will not review that material.**
- The Consolidated Grant application and all required forms, assurances, and certifications should be uploaded into MAX.gov. into three separate folders. These folders will be pre-populated by the Insular Areas Team for each grantee. Instructions on what to upload in each folder is provided below:

#### ❖ **Folder 1 - Required Standard Forms, Assurances, and Certifications**

The following documents must be saved in .PDF format as **one** file and uploaded into the Required Standard Forms, Assurances, and Certifications Folder:

- ❑ [Year 2 Form \(Required\)](#)
- ❑ [Applicant Information Form \(Required\)](#)
- ❑ [Consolidated Grant Allocation Worksheet \(Required\)](#)
- ❑ Restricted Indirect Cost Rate Agreement (Required)
- ❑ Unrestricted Indirect Cost Rate Agreement (Required)
- ❑ General Education Provisions Act (GEPA) Statement (Required)\*
- ❑ [RLIS Waiver \(If Applicable\)](#)

**\*General Education Provisions Act (GEPA) Requirements** – Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in,

its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

❖ **Folder 2 – Required Consolidated Grant Application Materials**

The following documents must be saved in .PDF format as **one** file and uploaded into the Required Consolidated Grant Application Materials Folder:

- ❑ [Budget Narrative \(Required for All Projects\)](#)
- ❑ [Means of Evaluating Program Outcome\(s\) Chart \(Required for All Projects\)](#)
- ❑ [Project Narrative \(Applicable for only Modified or New Projects\)](#)

❖ **Folder 3 – Recommended Supporting Documentation**

If submitting these optional documents, they must be saved in .PDF format as **one** file and uploaded into the Recommended Supporting Documentation Folder:

- a. Executive Summary
- b. Data and Assessment Results (e.g. evaluation results, assessment results, needs assessment template, needs assessment report)

- Please do not include two or more files that have the same name within a grant submission.
- Each application should have page numbers, project numbers, and project names throughout the document.
- Each project narrative and corresponding budget narrative should be clearly labeled with the same project number and project title and should be coupled together within the one grant file. For example, “Project Narrative #1: XYZ Project” should be followed by “Budget Narrative #1: XYZ Project” and so on in **one** file uploaded into the Folder 2 – Required Consolidated Grant Application Materials.
- When attaching files, applicants should limit the size of their file names (less than 50 characters). Lengthy file names could result in difficulties with opening and processing your application. We strongly recommend that you **do not wait until the application deadline date to begin the submission process through MAX.gov.**
- Your electronic application must comply with any page- or word-limit requirements described in this application package.
- Please be sure to only submit your application once within the MAX.gov system.
- If you are experiencing problems submitting your application through MAX.gov, please contact MaxSupport at 202-395-6860 or via email ([maxsupport@max.gov](mailto:maxsupport@max.gov)).  
**MAX Support Hours:** Weekdays - 8:30 AM - 9:00 PM ET | Weekends - 9:00 AM - 6:00 PM ET.
- Please be aware that Max.gov performs site maintenance on Sundays (2-8:00 AM ET) and will not be accessible during those hours.

***MAX.gov Submission Procedures and Tips for Applicants***

To facilitate your use of MAX.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.

## **ATTENTION – Adobe Forms and PDF Files Required**

Application materials submitted to MAX.gov for the Department will be accepted using Adobe forms. Applicants are required to upload their attachments in .PDF format only.

1. **REGISTER EARLY** – The Department of Education will grant permission to one user from each Insular Area to access the Insular Area page on MAX.gov and upload the Consolidated Grant application. Each Insular Area will be contacted to identify one user to upload application materials in MAX.gov. The Insular Areas Program Office will need the first and last name and email address of the individual to add him/her into MAX.gov. The designated individual will need to self-register with MAX.gov and be the only one who will be able to access MAX.gov. It is highly recommended that this user registers early to prevent any possible issues.
2. **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. This is especially important because of the time zone differences between the Insular Areas and the Department. 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 MAX.gov to process the application will vary as well. **Please note that missing the application deadline could cause delays in the review of your application and the obligation of grant funds.**

Applicants should submit their application a day or two in advance of the deadline date just in case there are problems uploading into the system. If you have any questions regarding this matter please email MAX.gov Contact Center at maxsupport@max.gov or call 202-395-6860.

3. **VERIFY SUBMISSION IS OK** – You will want to verify that MAX.gov received your application submission on time and that it was validated successfully.

### **Submission Problems – What should you do?**

If you have problems submitting to MAX.gov before the closing date, please contact OMB Max Support at maxsupport@max.gov or call 202-395-6860.

### **Attaching Files – Additional Tips**

1. Please note the following tips related to attaching files to your application, especially the requirement that applicants can **only include read-only, non-modifiable .PDF files** in their application.
2. Ensure that you attach **.PDF files only** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Department approved file type accepted as noted throughout this application package. 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.
3. **Applicants should also maintain copies of the original documents in Word format, before they are converted to PDF. This will be helpful in the event that any corrections to address “Areas of Concerns” throughout the application review process are necessary.**

**Note: Please do not attach any narratives, supporting files, or application components to any forms unless they are specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department will only review materials/files attached in accordance with the instructions provided within this application package.**

## APPLICATION INSTRUCTIONS

### **Electronic Application Submission Checklist**

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package, individually for each form on MAX.gov, or on the fillable forms.

#### **Folder 1: Required Standard Forms, Assurances, and Certifications**

*\*Note – All of these required forms must be signed and uploaded into **one** single file.*

- [Year 2 Form \(Required\)](#)
- [Applicant Information Form \(Required\)](#)
- [Consolidated Grant Allocation Worksheet \(Required\)](#)
- Restricted Indirect Cost Rate Agreement (Required)
- Unrestricted Indirect Cost Rate Agreement (Required)
- General Education Provisions Act (GEPA) Statement (Required)\*
- [RLIS Waiver \(If Applicable\)](#)

#### **Folder 2: Required Consolidated Grant Application Materials**

*\*Note – All of these application materials must be saved in .PDF format and uploaded as **one** single file.*

- [Budget Narrative \(Required for All Projects\)](#)
- [Means of Evaluating Program Outcome\(s\) Chart \(Required for All Projects\)](#)
- [Project Narrative \(Applicable for only Modified or New Projects\)](#)

#### **Folder 3: Recommended Supporting Documentation**

*\*Note – If submitting these optional documents, they must be saved in .PDF format and uploaded as **one** single file.*

- Executive Summary
- Data and Assessment Results (e.g., evaluation results, assessment results, needs assessment template, needs assessment report)

#### **Folder 1: Required Standard Forms, Assurances, and Certifications**

*\*Note – All of these required forms must be signed and uploaded into **one** single file.*

##### **1. Year 2 or 3 Form**

This form serves as a checklist to provide a status on projects and identify:

A. Project(s) that is Continuing with <b>No Changes</b> refers to exact same project and activities listed in FY20 CGA. Budget modification(s) to the project do not count as “changes.”
B. Project(s) that is Continuing, but <b>Modified</b> refers to same project included in FY20 CGA; however, activities, goals, etc. have changed.
C. Project(s) that is <b>Completely New</b> refers to a project that was not included in FY20 CGA but introduced in FY21.
D. Project(s) that is being <b>Discontinued</b> refers to an entire project that is discontinued and not just a goal or activity no longer being implemented.

**2. Applicant Information Form**

This form requires basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, email address and DUNS number). **The Department will only accept final assurances and certifications that are signed and approved by the head of the State Educational Agency (e.g., Superintendent, Commissioner, Director, or Minister of Education).** Therefore, the assurances should be printed and signed by the head of the State Educational Agency. Once complete, the assurances should then be scanned and uploaded into MAX.gov.

**3. Consolidated Grant Allocation Worksheet**

**4. Restricted Indirect Cost Rate Agreement**

**5. Unrestricted Indirect Cost Rate Agreement**

**6. General Education Provisions Act (GEPA) Requirements** – Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

**7. RLIS Waiver Request Form (If Applicable)**

If you intend to consolidate funds under the RLIS program, you must submit a signed waiver request to enable your Insular Area to provide for the equitable participation of private school students and teachers. This form requests a waiver of the uses of funds provision in section 5222 of RLIS (to permit Insular Areas to provide equitable services under RLIS). This document is available on the Department’s Consolidated Grant to the Insular Areas website at: <https://oese.ed.gov/offices/office-of-formula-grants/rural-insular-native-achievement-programs/consolidated-grants-to-the-insular-areas/applicant-information-consolidated-grants-to-the-insular-areas/> as fillable .PDF file. **You must complete and upload it as a .PDF file in MAX.gov if you wish to consolidate under RLIS.**

**Folder 2: Required Consolidated Grant Application Materials**

1. [Budget Narrative \(Required for All Projects\)](#)
2. [Means of Evaluating Program Outcome\(s\) Chart \(Required for All Projects\)](#)
3. [Project Narrative \(Applicable for only Modified or New Projects\)](#)

**For more information on the required submissions for each type of project:**

A. Project(s) that is Continuing with <b><u>No Changes</u></b> <ul style="list-style-type: none"><li>• Provide Budget Narrative with any updates</li><li>• Provide Means of Evaluating Program Outcome(s) Chart</li></ul>
B. Project(s) that is Continuing, but <b><u>Modified</u></b> <ul style="list-style-type: none"><li>• Provide Brief explanation of why the project was modified</li><li>• Provide Updated Project and Budget Narratives reflecting either deleted or added section(s) with highlighted text and/or track changes</li><li>• Provide Means of Evaluating Program Outcome(s) Chart</li></ul>
C. Project(s) that is <b><u>Completely New</u></b> <ul style="list-style-type: none"><li>• Project and Budget Narratives</li><li>• Provide Means of Evaluating Program Outcome(s) Chart</li></ul>
D. Project(s) that is being <b><u>Discontinued</u></b> <ul style="list-style-type: none"><li>• Title of Project</li><li>• Brief rationale for why the project is being discontinued<ul style="list-style-type: none"><li>○ (e.g.) project objectives are met</li></ul></li></ul>