Innovative Approaches to Literacy (IAL) FY 2021 Competition

July 2021
Office of Elementary and Secondary Education
U.S. Department of Education
Thank you for participating, we will begin momentarily.

Please mute your computer or phone line prior to the start of the presentation.
Post-Presentation Assistance

A copy of the pre-application slides will be posted on the IAL program website. You can also email InnovativeApproachestoLiteracy@ed.gov with any questions or to request a copy of the slides presented today.
Introductions

Office of Well-Rounded Education (OWRE)

• Bonnie Carter, Group Leader
• Jennifer Brianas, Program Officer
• Simon Earle, Program Officer
• Michelle Georgia, Acting Director
• Lisa Harris & Jane Simons, Program Attorneys
Questions

• Time has been allotted for Q&A and questions can be submitted via the chat function.

• Only submit questions relevant to the topic being addressed by the presenter and due to time constraints, all questions may not be answered.

• You can also submit questions to: InnovativeApproachestoLiteracy@ed.gov.
Questions

What Can be Discussed

• Content of the IAL Notice Inviting Applications (NIA)
• Competition timeline
• Application process

What Cannot be Discussed

• Eligibility of a specific entity
• The competitiveness of a specific entity or project design
• Substantive explanations of specific items in the IAL application beyond what is included in the Federal Register
Presentation Agenda

- Purpose & Legislation
- Eligibility
- Absolute Priorities
- Competitive Priorities
- The Selection Criteria
- Budget
- Application Submission
- Timeline
- Q&A
IAL’s Purpose

- The IAL program supports high-quality programs designed to develop and improve literacy skills for children and students from birth through 12th grade in high-need local educational agencies (LEAs).

- The Department intends to promote innovative literacy programs that support the development of literacy skills in low-income communities, including programs that
  (1) develop and enhance effective school library programs;
  (2) provide early literacy services, including pediatric literacy programs through which, during well-child visits, medical providers trained in research-based methods of early language and literacy promotion provide developmentally appropriate books and recommendations to parents to encourage them to read aloud to their children starting in infancy; and
  (3) provide high-quality books on a regular basis to children and adolescents from low-income communities to increase reading motivation, performance, and frequency.
IAL Legislation

The IAL program is authorized under the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, Title II, Part B, Sub-part 2, SEC. 2226. [20 U.S.C. 6646]
Eligibility

To be considered for an award under this competition, an applicant must be one of the following:

(1) An LEA in which 20 percent or more of the students served by the LEA are from families with an income below the poverty line (as defined in section 8101(41) of the ESEA).

(2) A consortium of such LEAs described above.

(3) The Bureau of Indian Education.

(4) An eligible national nonprofit organization (as defined in section 2226(b)(2) of the ESEA) that serves children and students within the attendance boundaries of one or more eligible LEAs.
Eligibility

• Under the definition of “poverty line” in section 8101(41) of the ESEA, the determination of the percentage of students served by an LEA from families with an income below the poverty line is based on the U.S. Census Bureau’s Small Area Income and Poverty Estimates (SAIPE) data.

• An entity that meets the definition of an LEA in section 8101(30) of the ESEA and that serves multiple LEAs, such as a county office of education, an education service agency, or regional service education agency, must provide the most recent SAIPE data for each of the individual LEAs it serves. To determine whether the entity meets the poverty threshold, the Department will derive the entity's poverty rate by aggregating the number of students from families below the poverty line (as provided in SAIPE data) in each of the LEAs the entity serves and dividing it by the total number of students (as provided in SAIPE data) in all of the LEAs the entity serves.
Eligibility

• An LEA for which SAIPE data are not available, such as a non-geographic charter school, must provide a determination by the State educational agency (SEA) that 20 percent or more of the students aged 5-17 in the LEA are from families with incomes below the poverty line based on the same State-derived poverty data the SEA used to determine the LEA's allocation under part A of title I of the ESEA.

• SAIPE data can be located on the Census Bureau’s website at: https://www.census.gov/programs-surveys/saipe.html
## Calculating SAIPE Data

<table>
<thead>
<tr>
<th>State Postal Code</th>
<th>State FIPS Code</th>
<th>Distric t ID</th>
<th>Name</th>
<th>Estimated Total Population</th>
<th>Estimated Population 5-17</th>
<th>Estimated number of relevant children 5 to 17 years old in poverty who are related to the householder</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>01</td>
<td>00190</td>
<td>ABC School District</td>
<td>24,669</td>
<td>2,710</td>
<td>649 (est. number of relevant children ages 5-17 in poverty who are related to householder) DIVIDED by 2710 (est. populations ages 5-17) = 23.94 % (poverty threshold)</td>
</tr>
</tbody>
</table>
Calculating SAIPE Data

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>CA</td>
<td>00</td>
<td>&quot;A&quot; School District</td>
<td>754</td>
<td>111</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>06</td>
<td>&quot;B&quot; School District</td>
<td>959</td>
<td>163</td>
<td>41</td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>06</td>
<td>&quot;C&quot; School District</td>
<td>5,894</td>
<td>933</td>
<td>360</td>
<td></td>
</tr>
</tbody>
</table>

Totals 1,207 432

For County Offices, Regional Service Agencies, Intermediate Units, etc. – include ALL LEA’s served. Total each column and follow the poverty calculations.

432 (est. number of relevant children ages 5-17 in poverty who are related to householder) DIVIDED by 1207 (est. populations ages 5-17) = 35.79% (poverty threshold)
Eligibility

National Nonprofit (NNP)

Eligible national nonprofit organization (NNP) means an organization of national scope that—

(a) Is supported by staff, which may include volunteers, or affiliates at the State and local levels; and

(b) Demonstrates effectiveness or high-quality plans for addressing childhood literacy activities for the population targeted by the grant.
Eligibility

National Nonprofit (NNP)

• To be considered an NNP, the organization must operate in two or more states.

• Note: A local affiliate of an NNP organization does not meet the definition of a NNP organization. Only a national agency, organization, or institution is eligible to apply as an NNP organization.
If you are a nonprofit organization, under 34 CFR 75.51, you may demonstrate your nonprofit status by providing one of the following:

- (1) proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
- (2) a statement from a State taxing body or the State attorney general certifying that the organization is a nonprofit organization operating within the State and that no part of its net earnings may lawfully benefit any private shareholder or individual;
If you are a nonprofit organization, under 34 CFR 75.51, you may demonstrate your nonprofit status by providing one of the following:

- (3) a certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
- (4) any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Note: Option 4 is not available for proving nonprofit status due to the statutory requirement that only national nonprofit organizations are eligible to apply.
Absolute Priorities

Note: To be eligible for the IAL competition, applications must meet either Absolute Priority 1 or Absolute Priority 2 in the NIA.
Projects, Carried Out in Coordination with School Libraries, for Book Distribution, Childhood Literacy Activities, or Both.

- Projects that meet this absolute priority propose to coordinate with school libraries to carry out grant activities, such as book distributions, childhood literacy activities, or both, for the proposed project.
Absolute Priority 2


• Projects that meet this priority coordinated with school libraries and are designed to be responsive to racial, ethnic, cultural, disability, and linguistic differences in a manner that creates inclusive, supportive, and identity-safe learning environments.

To clarify, in order for an application to be eligible for peer review under the IAL competition, applicants must --

(a) Describe the types of racially, ethnically, culturally, disability status, and linguistically responsive program design elements that the applicant proposes to include in its project; or

(b) Explain how its program design will create inclusive, supportive, and identity-safe environments; and

(c) Describe how its project will be carried out in coordination with school libraries.
Eligibility and Absolute Priorities

Please note that applicants that are deemed ineligible will not be notified until the conclusion of the peer review process.
Competitive Preference Priorities
Competitive Preference Priority 1: Rural Applicants
(0 or 5 points)

Under this priority, an applicant must demonstrate the applicant proposes to serve a community that is served by one or more LEAs with a locale code of 32, 33, 41, 42, or 43.

Applicants are encouraged to retrieve locale codes from the National Center for Education Statistics (NCES) School District search tool (https://nces.ed.gov/ccd/districtsearch), where LEAs can be looked up individually to retrieve locale codes and Public School search tool (https://nces.ed.gov/ccd/schoolsearch/), where individual schools can be looked up to retrieve locale codes.
Competitive Preference Priority 2: Supporting Students in Urban Areas (0 or 5 points)

In its application, an applicant must demonstrate one of the following:

• (a) The applicant is an eligible LEA or consortium of eligible LEAs with a locale code of 11, 12, or 13; or (b) The applicant is a national nonprofit that proposes to serve schools within eligible LEAs all of which have a locale code of 11, 12, or 13.
• Applicants are encouraged to retrieve locale codes from the NCES School District search tool (https://nces.ed.gov/ccd/districtsearch), searching by LEA.
NCES Locale Codes Example

### District Directory Information (2020-2021 school year)

**District Name:**
District of Columbia Public Schools

**NCES District ID:**
1100030

**State District ID:**
DC-001

**Mailing Address:**
1200 First St NE
Washington, DC 20002

**Physical Address:**
1200 First St NE
Washington, DC 20002

**Phone:**
(202)671-6030

**Type:**
Local school district

**Status:**
Open

**Total Schools:**
116

**Supervisory Union #:**
N/A

**Website:**
http://www.dcps.dc.gov

**Grade Span:** (grades PK - 12)
PKKG: 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

**District Demographics:**
School District Demographic Dashboard

### District Details (2019-2020 school year; Fiscal data from 2017-2018)

**County:** District Of Columbia

**County ID:** 11001

**Locales:**
City: Large (11)
CSA/CBSA: 47900

- Total Students: 50,971
- Total Teachers (FTE): 4,100.87
- Student/Teacher Ratio: 12.43
- Students with IEPs: 8,359

### Notes
Competitive Preference Priority 3: Supporting Students from Low-income Families (1, 2, or 3 points)

In its application, an applicant must demonstrate, based on SAIPE data, one of the following:

(a) At least 30 percent of the students enrolled in each of the LEAs to be served by the proposed project are from families with an income below the poverty line. (1 point)

(b) At least 40 percent of the students enrolled in each of the LEAs to be served by the proposed project are from families with an income below the poverty line. (2 points)

(c) At least 50 percent of the students enrolled in each of the LEAs to be served by the proposed project are from families with an income below the poverty line. (3 points)
Q&A

Please submit questions via the chat feature
Selection Criteria

The selection criteria for this program are from 34 CFR 75.210. The maximum score for all selection criteria is 100 points. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria:
The Secretary considers the significance of the proposed project. In determining the significance of the proposed project, the Secretary considers the following factors:

(1) The significance of the problem or issue to be addressed by the proposed project.

(2) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.

(3) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.
Quality of Project Design (up to 20 points)

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

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

(3) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.

(4) The extent to which the proposed project demonstrates a rationale.
Quality of the Project Services
(up to 25 points)

The Secretary considers the quality of the services to be provided by the proposed project. In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

In addition, the Secretary considers the following factors:

(1) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.

(2) The likely impact of the services to be provided by the proposed project on the intended recipients of those services.

(3) The extent to which the services to be provided by the proposed project are focused on those with greatest needs.
Quality of the Management Plan  
(up to 25 points)

The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(2) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

(3) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.
Quality of the Project Evaluation  
(up to 10 points)

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are appropriate to the context within which the project operates.

(2) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.
The Department has established the following performance measures for the IAL program:

(1) The percentage of fourth graders participating in the project who demonstrated individual student growth (i.e., an improvement in their achievement) over the past year on State reading or language arts assessments under section 1111(b)(2) of the ESEA;

(2) The percentage of eighth graders participating in the project who demonstrated individual student growth (i.e., an improvement in their achievement) over the past year on State reading or language arts assessments under section 1111(b)(2) of the ESEA;

(3) The percentage of schools participating in the project whose book-to-student ratios increase from the previous year; and

(4) The percentage of participating children who receive at least one free, grade- and language-appropriate book of their own.
Budgets

- IAL is a discretionary grant award with a project period of 60 months.
- Please ensure budgets are for the full 5-year period.
Budgets

• There is a supplement-not-supplant prohibition in Title II of the Elementary and Secondary Education Act (ESEA). This prohibition applies to the IAL program.

• The provision, which is in section 2301 of the ESEA, states that: “Funds made available under this title shall be used to supplement, and not supplant, non-Federal funds that would otherwise be used for activities authorized under this title.”

• IAL funds cannot be used to support activities that would have otherwise been provided in the absence of the IAL grant award. As a reminder this provision also affects the type of indirect cost rate that may be applied to a project’s direct costs; it requires that grantees charging indirect costs apply a restricted indirect cost rate.
Budget Information in Application

<table>
<thead>
<tr>
<th>14. FUNDING PERIOD:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Start Date:</td>
</tr>
<tr>
<td>b. End Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. ESTIMATED FUNDING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Federal ($)</td>
</tr>
<tr>
<td>b. Match ($)</td>
</tr>
</tbody>
</table>

Federal Box: Estimated Funding amount for Federal dollars should reflect the full amount for the 5-year award period.
Budget Information in Application

<table>
<thead>
<tr>
<th>SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Categories</td>
</tr>
<tr>
<td>1. Personnel</td>
</tr>
<tr>
<td>2. Fringe Benefits</td>
</tr>
<tr>
<td>3. Travel</td>
</tr>
<tr>
<td>4. Equipment</td>
</tr>
<tr>
<td>5. Supplies</td>
</tr>
<tr>
<td>6. Contractual</td>
</tr>
<tr>
<td>7. Construction</td>
</tr>
<tr>
<td>8. Other</td>
</tr>
<tr>
<td>9. Total Direct Costs (lines 1-8)</td>
</tr>
<tr>
<td>10. Indirect Costs</td>
</tr>
<tr>
<td><em>Enter Rate Applied</em></td>
</tr>
<tr>
<td>11. Training Stipends</td>
</tr>
<tr>
<td>12. Total Costs (lines 9-11)</td>
</tr>
</tbody>
</table>

*Indirect Cost Information (To Be Completed by Your Business Office):*

- Do you have an Indirect Cost Rate Agreement approved by the Federal government? Yes No.
- Period Covered by the Indirect Cost Rate Agreement: From: / To: /
- Approving Federal agency: ED Other (please specify): 
- The Indirect Cost Rate is %
- If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? Yes No. If yes, you must comply with the requirements of 2 CFR § 200.414(f).
- If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? Yes No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.
- For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that is included in your approved Indirect Cost Rate Agreement? Yes No. If yes, you must comply with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is %.
- For Training Rate Programs (check one) -- Are you using a rate that is based on the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4))? Yes No. If yes, you must include in your approved Indirect Cost Rate Agreement, because it is lower than the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4)).
Budget Narrative

- Personnel
- Fringe
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Restricted Indirect Costs: Because the IAL program is subject to a supplanting prohibition, you must use your organization’s restricted indirect cost rate.
Q&A

Please submit questions via the chat feature
Notice of Intent to Apply

• The Department will be able to review grant applications more efficiently if we know the approximate number of applicants that intend to apply.

• We strongly encourage potential applicants to notify us of their intent to submit an application by emailing InnovativeApproachestoLiteracy@ed.gov with the subject line “Intent to Apply,” and include the applicant’s name and a contact person’s name and email address.

• Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.
Application Submission Process

1. Register with Grants.gov
2. Review NIA and Application Package
3. Application Deadline: August 11, 2021
   Confirm submission and track application in Grants.gov
Application Package

- Grants.gov is where you will find detailed information and instructions on how to complete your application. Please review the application package thoroughly to ensure you address all components identified.

- The application package includes an Electronic Application Submission Checklist as a reference.
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 or individually for each form on Grants.gov.

Review your electronic application to ensure you have completed the following forms and sections:

• **Part 1: Preliminary Documents**
  - Application for Federal Assistance (form SF 424)
  - ED Supplemental Information for SF 424

• **Part 2: Budget Information**
  - ED Budget Information Non-Construction Programs (ED Form 524)
Application Package

Electronic Application Submission Checklist

• Part 3: ED Abstract Form
  • Project Abstract

• Part 4: Project Narrative Attachment Form
  • Application Narrative

• Part 5: Budget Narrative Attachment Form
  • Budget Narrative
Electronic Application Submission Checklist

- Part 6: Other Attachments Form
  - Individual Resumes for Project Directors & Key Personnel
  - Certification of LEA Eligibility
  - Certification of Non-Profit Status

- Part 7: Assurances and Certifications
  - Grants.gov Lobbying Form
  - General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA 427 form)
Application Package

Electronic Application Submission Checklist

- Part 8: Intergovernmental Review (Executive Order 12372)
- State Single Point of Contact List

Note: This section includes detailed guidance for applicants including further information about the State Single Point of Contact (SPOC) process and where to find a list of names by State.
Grants.gov

• This Federal portal allows users to electronically find, apply for and manage Federal Grant Opportunities

• 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.

• We will reject your application if you submit it in paper format unless, as described in the Federal Register notice for this competition, you 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.
Grants.gov

- A Grants.gov applicant must apply online using Workspace, a shared environment where members of a grant team may simultaneously access and edit different web forms within an application. An applicant can create an individual Workspace for each application notice and establish for that application a collaborative application package that allows more than one person in the applicant’s organization to work concurrently on an application.

- For access to further instructions on how to apply using Grants.gov, refer to: www.grants.gov/web/grants/applicants/apply-for-grants.html.

- You may access the electronic grant applications at www.Grants.gov. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number’s alpha suffix in your search (e.g., search for 84.215 not 84.215G).
Applications Submitted Electronically

• Applications for grants under this program must be submitted electronically using the Governmentwide Grants.gov Apply site at http://www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

• Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application deadline date. Except as otherwise noted in the Federal Register notice for this competition, we will not consider your application if it is date and time stamped by the Grants.gov system later than 11:59:59 p.m., Eastern Time, on the application deadline date.

• You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package to ensure that you submit your application in a timely manner to the Grants.gov system.
Grants.gov

• You must attach any narrative sections of your application as files in either pdf (Portable Document Format) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

• Extensions apply only to technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register in order to submit your application to Grants.gov (including with the required DUNS number and TIN currently registered in SAM) before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.
If electronic submission is not possible (e.g., you do not have access to the internet), you must provide a written statement that you intend to submit a paper application. Send your written statement no later than two weeks before the application deadline date (14 calendar days or, if the 14th calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday).
Grants.gov

- **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](http://www.grants.gov/web/grants/register.html)

[Note: Your organization will need to update its SAM registration annually.]
 Grants.gov

• 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

• **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. Eastern Time on the deadline date.
Grants.gov

• 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.

• 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. Eastern 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.
Grants.gov

• If the date/time received is later than 11:59:59 p.m. Eastern 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: 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 11:59:59 p.m., 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.)
Grants.gov

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](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](http://www.grants.gov/web/grants/applicants/applicant-faqs.html)
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

• 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.
For additional information on the registration process please view the overview tutorial located on the Grants.gov website:

https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov Contact Center: 1-800-518-4726 or support@grants.gov.
Application Review Process

• First, reviewers will read applications, prepare a written evaluation, and score the applications assigned to their panel, using the selection criteria.

• Second, OESE will prepare a rank order of applications based on the evaluation of their quality by the peer reviewers according to the selection criteria.

• Next, the Secretary will make final awards after considering the rank ordering and other information.

• Last, applicants will receive notification of application status (successful, unsuccessful) accompanied by application scores and comments.
Timeline

• Notice Inviting Application (NIA) was published in Federal Register on Thursday, July 12, 2021.

• Application submission due date is Wednesday, August 11, 2021, at 11:59:59 pm EST (Washington, D.C. time).

• Links to the NIA, Grants.gov application package, and additional information and resources can be found on the IAL website – https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/well-rounded-education-programs/innovative-approaches-to-literacy/
Final Questions and Answers
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Thank You!