

2022 CONGRESSIONALLY FUNDED COMMUNITY PROJECTS PRE-APPLICATION WEBINAR APRIL 12, 2022

NCSSLE WEBSITE

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ED School Climate Surveys



Trauma-Sensitive Schools Training Package



Building Student Resilience Toolkit



Human Trafficking in America's Schools



Improving Higher Education Learning Environment



Supporting Trauma Recovery



Promoting Mental Health



Responding to Covid-19



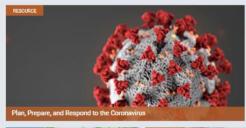
SCHOOL CLIMATE IMPROVEMENT - TOPICS -

EVENTS -

RESOURCES -

TA SERVICES -

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VIEW ALL EVENTS

FEATURED RESOURCES

EXTERNAL RESOURCES

Education Secretary, HHS Secretary Announce Joint Effort to Develop and Share Resources to Ensure Children Have Access to School-Based Health

Education Secretary, HHS Secretary Announce Joint Effort to Develop and Share Resources to Ensure Children Have Access to School-Based Health Services

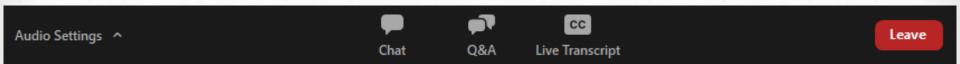
Describes the launch of a joint-





LOGISTICS

Zoom Control Panel



Technical Issues

For assistance during the webinar, please contact Claire Viscione at cviscione@air.org.

This webinar is being recorded and will be archived at the following location: https://oese.ed.gov/offices/k-12-earmarks/



SPEAKERS/TEAM MEMBERS

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INITIAL POLLING QUESTION

Have you ever applied for a grant through grants.gov?

- ☐ More than once
- Once
- Never
- ☐ Don't know



AGENDA

- Overview of FY22 K12 Congressionally Funded Community Projects
- Preparing to submit the application
- Parts of the application
- Submitting an application
- Reporting and Accountability
- Resources and Timeline
- Questions



OBJECTIVES

As a result of this session, participants will be able to:

- Understand the requirements necessary to receive funds "earmarked" for your organization
- Identify the information required to apply
- Understand the application review process and important application submission due dates





FY22 K12 CONGRESSIONALLY DIRECTED COMMUNITY PROJECTS

APPLICATION DEADLINE: JUNE 15, 2022, 11:59 PM EST

OVERVIEW OF PROGRAM

K12 CONGRESSIONALLY FUNDED COMMUNITY PROJECTS

- This program allows members of congress to approve funding for projects submitted by organizations that will advance the wellbeing of the community.
- As organizations identified in the Omnibus Appropriations Act of 2022 (Appropriations Act) as congressionally directed spending grant recipients, you will be awarded funds to be used solely for the purpose described in the Act.
- In order to be awarded funds under this program, Congressionally Funded Community Projects, you must complete an application on Grants.gov.



WHY PREPARE AN APPLICATION?

- Provides a means for your organization to demonstrate to the U.S. Department of Education (Department) that the proposed grant activities align with the language in the Department's Appropriations Act.
 - By law, the Department cannot award these grant funds for any other purpose and must ensure that each application meets all applicable requirements;
- Allows your organization and the Department to determine that your plan to spend the funds is in accordance with applicable Federal laws and regulations;
- Establishes clear objectives for the proposed program; and,
- Describes the activities your organization will carry out in order to meet the objectives and applicable requirements.



APPLICATION OVERVIEW

- Registration in SAM.GOV and GRANTS.GOV
- Deadlines
- Declining an earmark grant
- Application submission procedures



REGISTRATION IN SAM.GOV

- In order to complete the Fiscal Year 2022 Application for Congressionally Directed Awards, you will need a Unique Entity Identifier (UEI). Note: The Federal Government transitioned from the use of the data universal numbering system (DUNS) number to the UEI on April 4, 2022.
- If your organization is currently registered in SAM.gov with either an active or inactive registration, you have already been assigned a UEI.
 - O Your UEI is viewable on your entity's registration record in <u>SAM.gov</u>. To learn how to view your UEI, see this guide: <u>How</u> <u>can I view my unique entity identifier (UEI)?</u>



REGISTRATION IN SAM.GOV

- If your organization does not already have a registration in SAM.gov, register in SAM.gov as soon as possible, by clicking on the "Get Started" link under the "Register Your Entity..." heading in SAM.gov. Grantees, and other entities wanting to do business with the Department, that are not already registered in SAM.gov must complete the "Register Entity" registration option and NOT the "Get a Unique Entity ID" option.
 - The "Get a Unique Entity ID" option, which is not a full registration, is only available to entities for reporting purposes. Failing to complete the "Register Entity" option may result in loss of funding, loss of applicant eligibility, and/or delays in receiving a grant award. To further assist you with registering in SAM.gov or updating your existing SAM.gov registration, see the Quick Start Guide for Grant Registrations and the Entity Registration Video at https://sam.gov/content/entity-registration.



REGISTRATION IN SAM.GOV

- To submit successfully in <u>Grants.gov</u>, you must provide the UEI on your application that was used when you registered as an authorized organization representative (AOR) on <u>Grants.gov</u>. If you do not enter the UEI assigned by <u>SAM.gov</u> on your application, <u>Grants.gov</u> will reject your application.
 - o If you have an inactive registration or need to update your registration in <u>SAM.gov</u>, you must ensure that your renewal or updates occur on time and as required. If your registration has expired, you can access instructions addressing how to renew your organization's registration at: <u>How to Renew or Update an Entity</u>.
- Note: Once your SAM.gov registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.



REGISTRATION IN GRANTS.GOV

- If your organization is not already registered in Grants.gov, it will need to do so in order to complete the application package.
- To register, go to <u>Grants.gov</u> and click on "Register" in the top right corner
 - Note: You will also need to register in LOGIN.gov in order to be able to securely access Grants.gov.
 - You can register at LOGIN.gov <u>here</u> under "Create an Account."



DEADLINES

- Your organization must submit its application by June 15, 2022 for the Department to ensure your organization is able to receive the grant.
- We will begin review of the applications as soon as they are submitted, so the earlier you submit, the earlier you may be able to access your grant funds. Before your organization submits its completed application, check to makes sure that it adequately addresses all the requirements.
- Use of the checklist on page 12 should help with this crucial step. The sooner the application is submitted, the sooner we will be able to review it and, if approvable, provide your organization with access to your funds. Grant money that is not formally awarded by the end of the Department's fiscal year on September 30, 2022, will lapse and cannot be awarded to your organization, and ultimately will be returned to the U.S. Treasury.



DECLINING AN EARMARK GRANT

- Organizations identified in an appropriations act as potential recipients of earmark grants may choose to decline the award.
 Typically, this occurs for one of three reasons:
 - Changes in the organization's priorities since the organization originally expressed interest in the grant;
 - The organization has a policy against acceptance of earmarked awards; or
 - The award is too small to enable the organization to accomplish its intended goal.
- There may be other reasons for declining an award; however, whatever the reason, please notify the Department at K12earmarks@ed.gov if your organization is no longer interested in applying for the earmark grant.



APPLICATION PROCEDURES

- You complete your application in <u>Grants.gov</u>.
- The <u>Common Instructions</u> provide helpful information on how to successfully submit grant applications in Grant.gov
- Your organization's application must be consistent with the Appropriations Act language specifying the purpose of your organization's grant, address each part of the application, and outline a level of allowable expenditures consistent with the amount in the Appropriations Act (i.e., the Federal share of the cost for the grant project may not exceed the amount available under the earmark).
 - See beginning on page 316 here.





PARTS OF THE APPLICATION

PARTS OF THE APPLICATION

Part 1: Preliminary Documents

- Application for Federal Assistance (<u>Form SF 424</u>) complete this first instructions are in a separate document at the link below the form
- ED SF 424 Supplement instructions in a separate document at the link below the form

Part 2: Budget

- ED Budget Information Non-Construction Programs (<u>ED Form 524</u>) instructions at the end of the form
- Budget Narrative (<u>Budget Narrative Attachment Form</u>) instructions in a separate document at the link to the right of the form

Part 3: Project
Abstract

• ED Abstract Form – instructions at the top of the form

Part 4: Project Narrative • <u>Project Narrative Attachment Form</u> – instructions in a separate document at the link to the right of the form

Part 5: Other Attachments

- Copy of Indirect Cost Rate Agreement, as applicable (Other Attachments Form instructions in a separate document at the link to the right of the form)
- Optional <u>ED Grant Application Form for Project Objectives and Performance Measures Information</u>

Part 6:
Assurances
and
Certifications

- Disclosure of Lobbying Activities (SF-LLL Form), as applicable
- Grants.Gov Lobbying Form (<u>Certification Regarding Lobbying</u> instructions in a separate document at the link to the right of the form)
- General Education Provisions Act (GEPA) Requirement (upload document)



PART 1: PRELIMINARY DOCUMENTS

Application for Federal Assistance (<u>Form SF 424</u>) – Instructions in a separate document at the link below the form.

- Provides background information about each grant applicant.
- Complete Form SF 424 first. Grants.gov will insert the correct
 Assistance Listing Number/Catalog of Federal Domestic Assistance
 Number and program name automatically wherever needed on other
 forms.
- Common questions
 - Legal name
 - TIN number
 - Organizational DUNS/UEI
 - Proposed project dates
 - Pre-award costs
 - Executive Order 12372



PART 1: PRELIMINARY DOCUMENTS (CONTINUED)

<u>ED SF 424 Supplement</u> – Instructions in a separate document at the link below the form.

- Provides additional background information about each applicant for a grant and potential research activities involving human subjects.
- Summary of ED SF 424 Supplement
 - New Potential Grantee or Novice applicant (no)
 - Qualified Opportunity Zones (leave blank)
 - Protection of Human Subjects in Research (<u>34 C.F.R Part 97</u>)
 (Human Subjects Research)



PART 2: BUDGET INFORMATION

- Grant funds must be spent to carry out the goals and activities presented in your organization's application and consistent with the applicable requirements and the Appropriations Act specifying the purpose of your organization's grant.
- The Federal share of your organization's budget cannot exceed the amount appropriated (amount indicated in your confirmation email).
- <u>ED Form 524 Section A Non-Construction Programs</u>: Enter figures showing how much your organization plans to spend on each of the following line items:
 - Name of Institution/Organization
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual

- Construction
- Other
- Total Direct Costs
- Indirect Costs (see Attachment A)
- Training Stipends
- Total Cost



PART 2: BUDGET INFORMATION (CONTINUED)

Form ED 524 - Section B Non-Federal Funds

• Show how much in non-federal funds it has allocated for each line item. Note: Section B is **not** required unless your organization proposes to supplement the Federal award by contributing costs above the amount of Federal funds requested in its application.

Form ED 524 - Section C Budget Narrative

- The budget narrative fulfils the requirement of Form ED 524 Section C Budget Narrative; attach as a single document; see Attachment B for an example.
 - Provide detailed "breakdown" of the budget and a description of how these costs relate to the proposed grant activities. Use the same budget categories listed on the ED 524 form Section A. If the grant will cover any salaries, indicate the percentage of each person's time spent on the grant, the base annual salary, and the amount to be charged to the grant. Even if not included in the budget, also note the percentage of time that each key staff member will devote to the project.
 - Include: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Total Direct Costs, Indirect Costs, Training Stipends, Budget Costs.
 - Review allowable and unallowable expenses on pages 22-25.
 - Note pre-award costs 90 days before award are an allowable expenditure without prior approval (2 C.F.R. 200.308 (e)(1)).



PART 3: PROJECT ABSTRACT

ED Abstract Form – instructions at the top of the form

- A one-page summary that includes the name of your organization, the name of your organization's project, and a brief overview that directly addresses the Appropriations Act language authorizing this project and how your organization intends to carry out a project consistent with that language.
- Include the following information:
 - What your organization plans to accomplish with the grant funds;
 - How your organization plans to carry out its goals;
 - As applicable, the target numbers of schools and teachers involved, and students and grade levels to be served; and
 - How your organization will determine progress and gauge overall impact that may further understanding of a particular educational policy or practice.



PART 4: PROJECT NARRATIVE

<u>Project Narrative Attachment Form</u> – instructions in a separate document at the link to the right of the form.

Table of Contents

Application Narrative:

- Major part of your organization's application that describes in detail what your organization plans to accomplish.
- Must address and be consistent with the Appropriations Act language specifying the purpose of your organization's grant.

Your organization's application narrative needs to include the following:

- Project Design: Include performance measures here or on <u>optional</u> form
- Project Personnel
- Management Plan



PART 5: OTHER ATTACHMENTS

Copy of Indirect Cost Rate Agreement, as applicable; see Attachment A

• If applicable, attach a copy of your organization's indirect cost rate agreement to the Other Attachments Form on Grants.gov. Note: No documentation is required to justify the 10% de minimis indirect cost rate.

OPTIONAL Performance Measures Form

- For each project objective described in the project narrative, add a performance measure and accompanying information on the <u>ED Grant Application Form for Project Objectives and Performance Measures Information</u>. For example, if one of the project objectives is to support student reading achievement through an out-of-school-time program, you might have performance measures such as # of staff hired, # of students served, average # of hours served for each student.
- Applicants may complete this optional form for your performance measures **OR** include this information in the project narrative as described above in Part 4.



PART 6: ASSURANCES AND CERTIFICATIONS

Applicants must include certain forms and statements in their applications indicating that they will comply with Federal laws and regulations, including the following:

Disclosure of Lobbying Activities (SF-LLL Form), as applicable

• Form SF-LLL should be submitted if your organization pays an individual or another organization to lobby for you. Instructions on the form define "lobbying." Note: Grant funds cannot be used to pay for lobbying activities.

Grants. Gov Lobbying Form – " (ED 80-013 Form)

• You must sign, date, and return this form with your organization's application. By doing so your organization is certifying that it will not spend Federal grant money for lobbying.

General Education Provisions Act (GEPA) Requirements – Section 427

• See explanation and examples here.





SUBMITTING AN APPLICATION

FIND THE APPLICATION IN GRANTS.GOV

GRANTS.GOV)

Applicants

How to Apply for Grants

HOW TO APPLY FOR GRANTS

GRANT APPLICATIONS

- » How to Apply for Grants
- Track My Application

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



How to Apply for Grants: Getting Started



Learn

Go to the Grants Learning Center for an overview of grants.



Check

Make sure you are eligible before applying.



Search

Find federal grants that align with your work.



Register

Sign up with Grants.gov to apply using Workspace.



Apply

Complete and submit your application using Workspace.



Track

Enter your Grants.gov tracking number(s) for submission status.

Save Time & Apply Using Workspace

Click Here to Learn More



Search for Opportunity Package

If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package:

Search for Opportunity Package »



FIND THE APPLICATION IN GRANTS.GOV

GRANTS.GOV) Applicants) Search for Opportunity Package

SEARCH FOR OPPORTUNITY PACKAGE

GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- Workspace Overview
- » Applicant Eligibility
- Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- Submitting UTF-8 Special Characters
- Encountering Error Messages



Search for Opportunity Package

To search for an opportunity package, enter the Funding Opportunity Number or Opportunity Package ID and click the Search button. If you do not remember the Funding Opportunity Number for the grant opportunity, return to the Search Grants section to locate the grant opportunity.



Please enter criteria and click Search:	
Funding Opportunity Number:	ED-GRANTS-040722-001
Opportunity Package ID:	
Search	

FIND THE APPLICATION IN GRANTS.GOV

GRANTS.GOV) View Opportunity VIEW OPPORTUNITY « Back | Link ED-GRANTS-040722-001 Application for Congressionally Directed Awards ALN 84.215K Department of Education Apply Subscribe **SYNOPSIS VERSION HISTORY RELATED DOCUMENTS** PACKAGE Print Package List Select Grant Opportunity Package PLEASE READ BEFORE APPLYING! If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. Click for more information on Adobe Reader Compatibility. Opportunity Package(s) Currently Available for this Funding Opportunity: **CFDA** Competition ID Competition Title Opportunity Package ID Opening Date **Closing Date** Actions Application for 84.215 84-215K2022-1 Congressionally Directed PKG00273128 04/07/2022 06/15/2022 Preview | Apply Awards



APPLYING TO GRANTS.GOV

RESOURCES AND ASSISTANCE

For Technical Difficulties

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

- You must obtain a Grants.gov Help Desk Case Number and keep track of your progress to resolve the issue.
- Additional submission instructions are found in the application package



APPLYING TO GRANTS.GOV

RESOURCES AND ASSISTANCE

- Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. https://www.grants.gov/web/grants/applicants/workspace-overview.html
- Grant application process:
 https://www.grants.gov/web/grants/applicants/applicants-training.html
- Grants.gov video series:
 https://www.grants.gov/web/grants/applicants/applicants-training.html
- Manage Workspace help articles:
 Latest blog posts about Workspace at Blog.Grants.gov:
 https://grantsgovprod.wordpress.com/tag/grants-gov-workspace/





REPORTING & ACCOUNTABILITY

GRANTEE RESPONSIBILITIES

- Your organization must submit a final report to the Department 120 days after the end of its grant.
- Grantees implementing earmark projects that exceed 12
 months must submit annual progress reports, due on a date
 that will be specified in your organization's grant award
 document.
- If a performance report or other sources of information, including program monitoring, shows problems with the grant, the grant award may be amended to include special conditions or other administrative and enforcement. The assigned Department program officer will send the grant recipient projects a reminder when reports are due.
- For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at http://www.ed.gov/fund/grant/apply/appforms/appforms.h tml.





WHAT COMES NEXT

APPLICATION REVIEW AND AWARD

- **Review**: U.S. Department of Education (Department) staff will review applications on a rolling basis to confirm that applications align with the Appropriations Act complete and adhere to the guidelines provided in the application package.
 - The Department will contact your organization before we award your grant funds or if your organization needs to answer any questions or revise any portions of the application.
- **Grant Awarded:** The Department will email you a link to access an electronic version of your Grant Award Notification (GAN) and information about how to set up the electronic account for drawing down funds, if necessary.
- Special Conditions and "High-Risk" Designations: a grant award may contain specific conditions if an applicant's performance or use of funds under a previous award under any Department program was not satisfactory or if other issues or concerns exist that need special attention. Specific conditions may also be applied if an applicant failed to submit a performance report or its submission of a performance report was of unacceptable quality under any Department program. Additionally, in, your organization may be designated a "high-risk" grantee at any time during the grant period under 2 C.F.R. 3474.10.



APPLICATION REVIEW AND AWARD (CONTINUED)

- Post-Award Call: After the Department awards the grant, we will be in contact with grantees to conduct a post-award call to begin building a constructive relationship between your organization and the Department, learn of any concerns that you or your organization may have, and identify any assistance that your organization might need.
- Administrative Requirements: Grantees must comply with the Appropriations Act, specific terms and conditions of the grant which include all applicable federal grant requirements (Uniform Guidance, EDGAR, etc.), and its approved application.
- **Fiscal Requirements:** Grantees must "use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds."
- Accounting and Grant Records Requirements: Grantees must keep and maintain records regarding use of grant funds, compliance with program requirements, and records demonstrating the effectiveness of the grant in meeting its objectives. The financial to program records must show the amount and source of all funds used to run the grant. These records are used to demonstrate to staff and independent auditors that all funds have been used for allowable costs.
- Internal Controls: Grantee organizations must have management systems that enable the grantee to maintain the effective administration of internal control and fund accountability procedures.



APPLICATION REVIEW AND AWARD (CONTINUED)

- Data Quality: To ensure successful implementation and positive outcomes as a result of the project, grantees should use the information described in the narrative to monitor progress of the funded project and provide accountability information about success at the initial site and, if appropriate, effective strategies for replication in other settings.
- Department Monitoring and Auditing: After the Department issues a grant award, your organization should expect to be contacted on a regular basis by Department program staff or other Department representatives, and the Department may conduct an on-site visit to your organization's project. Your organization must maintain adequate documentation and records to demonstrate that the project is operating in a manner that is fully consistent with all applicable laws. The Department's Office of Inspector General (OIG) may also audit the project, and your organization must ensure that it fully cooperates with the OIG and other auditors.
- **Single Audit**: If your organization is a governmental or not-for-profit organization that expends \$750,000 in federal funds in your organization's fiscal year, whether from this grant alone or in conjunction with other federal funds, you are subject to the audit requirements of <u>2 C.F.R. § 200.501</u>, and must arrange for an organization-wide audit that meets certain requirements and be conducted by an independent auditor; this audit is known as a "single audit."
 - o In the absence of specific legislative authorizing language, you may not make subgrants to other entities (subrecipients). Subrecipients that are governmental or not-for-profit entities are subject to the requirements of <u>Subpart F of 2 C.F.R. Part 200</u> if they expend \$750,000 of Federal funds whether from your organization's subgrant alone, or in conjunction with other federal funds. Your organization may enter into contracts with outside vendors to provide services related to your organization's grant; however, your organization must be sure to retain responsibility for making all substantive decisions with respect to implementation of its grant. Expenditures related to vendors must be covered in your organization's single audit.



QUESTIONS?

For additional information or questions contact:

k12earmarks@ed.gov



THANK YOU AND BEST WISHES TO YOU ON YOUR APPLICATION PROCESS...



FEEDBACK?

HTTPS://WWW.SURVEYMONKEY.COM/R/EARMARK22

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[NCSSLE] 2022 - Preparing Earmark Grantees for FY 2022 Funding
Thank you for attending the webinar, Preparing Earmark Grantees for FY 2022 Funding, on April 12, 2022. To best serve you, we would greatly appreciate receiving your feedback on the webinar.
1. Prior to the webinar, how knowledgeable were you about the webinar's topic?
Not At All Knowledgeable
Somewhat Knowledgeable
○ Very Knowledgeable
2. Overall this webinar was a good use of my time. Strongly Disagree Somewhat Disagree
○ Somewhat Agree
○ Strongly Agree
3. This webinar improved my understanding of the covered topic.
Strongly Disagree
Somewhat Disagree
○ Somewhat Agree
Strongly Agree
4. Overall, how would you rate the quality of this webinar, such as the communication style of the presenters and the clarity of the webinar content?
O Poor
○ Fair
Good
○ Excellent



