U.S. Department of Education
Office of Elementary and Secondary Education
Full-Service Community Schools
Washington, D.C. 20202-6200

Fiscal Year 2022

Application for New Grants Under
The Full-Service Community Schools Program

CFDA 84.215J

Dated Material - Open Immediately
Closing Date: September 12, 2022

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: 1894-0006. Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data resources, 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. Please do not return completed applications to this address.

If you have comments or concerns regarding the status of your individual submission of this application, please contact:

Jane Hodgdon
Full-Service Community Schools Program
Office of Elementary and Secondary Education
U.S. Department of Education
400 Maryland Avenue SW, 3E246
Washington, DC 20202-6200
[Note: Please do not return the completed application to this address.]

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United States Department of Education
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
FULL-SERVICE COMMUNITY SCHOOLS

Dear Applicant:

Thank you for your interest in the Full-Service Community Schools (FSCS) program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education (Department). This document includes information for applicants seeking funding for new grant projects in Fiscal Year 2022 under the FSCS program, authorized under Title IV, Part F, Subpart 2 of the Elementary and Secondary Act, as amended. The purpose of the FSCS program is to provide support for the planning, implementation, and operation of full-service community schools that improve the coordination, integration, accessibility, and effectiveness of services for children and families, particularly for children attending high-poverty schools, including high-poverty rural schools.

Please take the time to review the applicable priorities, selection criteria, and all the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all the procedural rules that govern the submission of the application, or the application does not contain the information required under the program (EDGAR §75.216 (b) and (c)).

For this competition, please use the government-wide website, http://www.grants.gov to apply. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that **you register _and_ submit early**.

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download a compatible version of Adobe reader if they wish to view successful applicants after they are posted on the FSCS webpage. Please review the **Education Submission Procedures and Tips for Applicants** form found within this package for further information and guidance.

Using FY 2022 funds, the Department expects to award approximately $68,000,000 for new grants that meet absolute priority (AP) 1, Title IA Schoolwide Program Eligibility or AP2 Title IA Schoolwide Program Eligibility and Rural Districts – Small and Rural or Rural and Low-Income, and address one additional AP: AP3 – Capacity Building and Development Grants, AP4 – Multi-Local Educational Area Grants, and AP5 – FSCS State Scaling Grants.

Applicants may also apply under any, all, or none of the competitive preference priorities (CPPs): CPP1 – Meeting Student Social, Emotional, and Academic Needs; and CPP2 – Strengthening Cross-Agency Coordination and Community Engagement to Advance Systems Change. We will award discretionary grants on a competitive basis for a project period of up to 60 months. Grants are expected to be awarded by the end of December 2022, with a project start date of January 1, 2023.

Please visit our program website at https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/school-choice-improvement-programs/full-service-community-schools-program-fscs/ for further information. The program website includes helpful information, frequently asked questions, dates of future webinars or workshops, and clarifications. If you have any technical questions about the program after reviewing the application package, please

contact Jane Hodgdon via e-mail at fscs@ed.gov by telephone at (202) 453-6620.

Sincerely,

Elson Nash, Director
School Choice and Improvement Programs

I. Program Background Information

Program Overview
The purpose of the FSCS program is to provide support for the planning, implementation, and operation of full-service community schools that improve the coordination, integration, accessibility, and effectiveness of services for children and families, particularly for children attending high-poverty schools, including high-poverty rural schools. These projects may include activities authorized under section 4622, 4623, and 4625 of the Elementary and Secondary Education Act of 1965, as amended (ESEA).

Application Requirements and Priorities
There are application requirements for this FY 2022 FSCS grant competition and any subsequent year in which awards are made from the list of unfunded applications from this competition. This grant competition includes "Absolute Priorities," which must be clearly met in order for an application to be considered, and also "Competitive Preference Priorities" which are not required to be met but may increase the likelihood of receiving an award.

To read a description of all priorities for this grant competition, please reference the Notice Inviting Applications (NIA): https://www.federalregister.gov/documents/2022/07/13/2022-15091/applications-for-new-awards-full-service-community-schools-program.

Frequently Asked Questions
Current information on this program, including Frequently Asked Questions (FAQs), can be found on the FSCS [FY 2022 Application and Competition Webpage](#).

Applicant Guide
A completed application will include a project narrative. The program narrative is the section of the application that directly responds to the selection criteria. The program narrative should follow the order of the selection criteria. Applicants should describe, in detail, activities planned for each of the budget periods of the grant. The Department suggests that applicants limit the program narrative to 150 pages. Typically, applications are entered into the [Grants.gov](#) system. E-mailed applications are <u>not</u> acceptable. Narrative attachments must be submitted as files in a read-only, flattened Portable Document Format (PDF) or Word document. If applicants upload a different file type or submit a password-protected file, we will not review that material.

Peer reviewers will evaluate each proposal. Reviewers will be asked to review the applicants' responses to each selection criterion and score each of their assigned applications. Not responding to a specific selection criterion could negatively affect the score.

The NIA for this competition provides the selection criteria, application requirements, program requirements, eligibility, definitions, and explanations on how each selection criterion and requirement will be applied during the review process.

Selection Criteria
The selection criteria for this competition are from the FSCS Notice of Final Priorities, Requirements, and Selection Criteria (FSCS NFP), published on July 13, 2022, and 34 CFR 75.210. The maximum score for all the selection criteria and the maximum possible score for addressing each selection criterion (indicated in parentheses) is detailed in the NIA for this grant competition. Each criterion also includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion.

Program Authority
Section 4621 – 4623, 4625of the ESEA, 20 U.S.C. 1771-7273, 7275

Definitions
Definitions for this program are from sections 4622 and 8101 of the ESEA, 34 CFR 77.1, 34 CFR 200.25(b), the FSCS NFP, and the Secretary's Supplemental Priorities from the notice of final priorities published in the Federal Register on December 10, 2021 (86 FR 70612) (Supplemental Priorities). Definitions can be found in the NIA for this grant competition.

Technical Assistance Workshops for Prospective Applicants
Information about webinars for prospective applicants will be posted on the FSCS Program Application and Competition Webpage.

II. Application Submission Procedures

The deadline for submission of Full-Service Community Schools grant applications through Grants.gov is 11:59:59 PM ET on September 12, 2022.

IMPORTANT – PLEASE READ FIRST
U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues. Grants.gov no longer provides support for Microsoft Internet Explorer 9 or below.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser

ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

> a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.
> NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
> https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and Unique Entity Identifier (UEI) Number. Once it is completed, the information will transfer to the other forms.

3) Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

Helpful Reminders

1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov), which usually takes approximately 7 to 10 business days, but can take longer depending on 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. Please note that your organization will need to update its SAM registration annually.

To register in SAM.gov, click on the "Get Started" link under the "Register Your Entity…" heading in SAM.gov. Grantees, and other entities wanting to do business with the U.S. Department of Education (e.g., entities applying for a grant), 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. Information about SAM is available at www.SAM.gov. To further assist you with registering in SAM or updating your existing SAM registration, see the Quick Start Guide for Grant Registrations and the Entity Registration Video at https://sam.gov/content/entity-registration.

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. Eastern Time on the deadline date.

You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, 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. 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.

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 Reader Software Tip Sheet at: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: mailto:support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

We discourage paper applications, but if electronic submission is not possible (e.g., you do not have access to the internet), (1) you must provide a prior written notification that you intend to submit a paper application and (2) your paper application must be postmarked by the application

deadline date. If you submit your prior written notification by email, it must be received by the Department no later than 14 calendar days before the application deadline date. If you mail your notification to the Department, it must be postmarked no later than 14 calendar days before the application deadline date (See the 2021 Common Instructions for detailed instructions regarding this procedure).

Helpful Hints When Working with Grants.gov

Please go to http://www.grants.gov/web/grants/support.html for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: http://www.grants.gov/web/grants/applicants/applicant-faqs.html as well as additional information on Workspace at https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace.

Slow Internet Connections

When using a slow internet connection, such as 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. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. **If you do not have access to a high-speed internet connection, 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 14 calendar days before the application deadline date.** (See the Federal Register notice for detailed instructions and the 2021 Common Instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) 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.

- 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.

Application Transmittal Instructions

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 December 27, 2021 (86 FR 73264), and available at www.federalregister.gov/d/2021-27979 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.

III. Electronic Application Submission Checklist

It is recommended that your electronic application be organized in the following manner and include the following parts 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: Standard 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) Sections A & B

Part 3: ED Abstract Form
❑ Project Abstract, optional template can be uploaded as an attachment in Part 6 (below)

Part 4: Project Narrative Attachment Form
❑ Application Narrative

Part 5: Budget Narrative Attachment Form
❑ Budget Narrative

Part 6: Other Attachments Form
❑ Appendix A: Required Preliminary Memorandum of Understanding and Letters of Support, if applicable
❑ Appendix B: Individual Resumes or Position Descriptions for Key Personnel
❑ Appendix C: Absolute Priority 1 Assurance or Absolute Priority 2 Confirmation that an LEA is eligible for the Small Rural School Achievement (SRSA) program or the Rural and Low-Income School (RLIS) program
❑ Appendix D: Copy of Indirect Cost Rate Agreement
❑ Appendix E: Nonprofit 501(c)(3) status verification, if applicable
❑ Appendix F: Proprietary information found in the application, if applicable
❑ Appendix G: Project Abstract template, optional
❑ Appendix H: Eligibility Checklist, optional
❑ Appendix I: Other, if applicable (abstract)

NOTE: Eligible applicants should attach all appendices to the Other Attachments Form. 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 of appendix entries to a reasonable number for a reviewer to read. The entire application package should be no larger than 8MB. Therefore, you may want to check the total size of your package before submission.

Part 7: Assurances and Certifications
❑ Disclosure of Lobbying Activities (Standard Form LLL)
❑ Grants.Gov Lobbying Form – "Certification Regarding Lobbying" (ED 80-013 Form)

❑ General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)

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

Part 1: Standard Documents

❑ **Application for Federal Assistance (Form SF 424)**
Applicants may consider attaching their documentation for eligibility requirements to the SF 424 Form. The entity name as listed on the SF-424 (Box 8a) must be the legal name of an entity eligible for a FSCS grant. Additional information is provided in the pages that follow and at

Additional information is available at the following links:

https://www.grants.gov/web/grants/forms/sf-424-family.html

https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf

❑ **ED Supplemental Information for SF 424**
These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and Unique Entity ID (UEI)).

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department will only review materials/files attached in accordance with the instructions provided within this application.

Additional information is provided at the following link:
https://www2.ed.gov/fund/grant/apply/appforms/sf424instruct.pdf.

Part 2: Budget Information

ED Budget Information Non-Construction Programs (ED Form 524)

This part of your application contains information about the Federal funding you are requesting and the matching funds you are committing to provide through non-Federal contributions, either in cash or in-kind donations. The applicant must propose the amount of cash or in-kind resources to be contributed for each year of the grant.

Remember that you must provide all requested budget information for each year of the project and the total column in order to be considered for Federal funding.

Maximum Award: Under Absolute Priority 3, we will not make an award exceeding $500,000 per year and $2.5 million for the entire project period. Under Absolute Priority 4, we will not make an award exceeding $3 million per year and $15 million for the entire project period. Under Absolute Priority 5, we will not make an award exceeding $10 million per year and $50 million for the entire project period.

Minimum Award: The Secretary is prohibited by section 4625(d) of the ESEA from making a grant under the FSCS program in an amount that is less than $75,000 for each year of the grant. Therefore, we will reject any application that proposes an amount that is less than $75,000 for any budget period.

Instructions for completing ED Form 524 Sections A and B (Refer to the following link for additional instructions: https://www2.ed.gov/fund/grant/apply/appforms/ed524.pdf):

Name of Institution/Organization: Enter the name of the applicant in the space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Provide a breakdown of the costs associated with each trip and justification for the costs. In addition, applicants should include costs for four project staff persons (project director, evaluator, and two partners) to attend an annual 2-day project directors meeting in Washington, DC for each year of the project period. Include travel of persons such as consultants on line 6.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a 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. Lower limits may be established to maintain consistency with the applicant's policy. Indicate the amount of equipment that is being purchased, the cost per unit, and the justification of purchases that links to the project narrative.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and

materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal 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 who is being contracted with, 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.

Construction (line 7): Not applicable

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include 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 costs that are included in the indirect cost rate.* If considering costs related to meals, please first refer to the Department's guidance: https://www2.ed.gov/policy/fund/guid/uniform-guidance/faqs-grantee-conferences.doc.

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

Indirect Costs (line 10): Indicate the applicant's approved restricted indirect cost rate, per sections 75.560 – 75.564 of EDGAR. If an applicant does not have an approved indirect cost rate agreement with a cognizant Federal agency, the applicant may, if permitted by the Department use a temporary indirect cost rate if it wishes to charge indirect costs to the grant. For more information, go to the Department's website at: https://www2.ed.gov/about/offices/list/ocfo/intro.html.

Training Stipends (line 11): Indicate the amount of stipend, the number of grant participants receiving the stipends and the justification for the stipend. Please make sure that training stipends are placed under this line item and not under "Personnel" or "Other."

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 15a on the application cover sheet (SF Form 424).

Part 3: ED Abstract Form

*This section should be attached as a **single** document to the ED Abstract Form in accordance with the instructions found on Grants.gov and should be organized in the elements included in the template to expedite the review process. Click here to download the FSCS Abstract Template, which can be attached in Part 6, as Attachment G; use of the template is optional.*

Ensure that you only attach the Department approved file types detailed in the Federal Register application notice. Also, do not upload any password-protected files to your application. Please note that Grants.gov cannot process an application that includes two or more files that have the

same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Part 4: Project Narrative Attachment Form

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.*

Ensure that you only attach the Department approved file types detailed in the common instructions. Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

❑ **Table of Contents**
The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double spaced page.

❑ **Application Narrative**
The application narrative responds to the selection criteria, as specified in the NIA.

We encourage applicants to limit this section of the application to the equivalent of no more than 150 pages and adhere to the following guidelines:

• 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, including 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.
The recommended page limit **does not apply** to the cover sheet; the budget section, including the narrative budget justification; the assurances and certifications; or the project abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to the **Project Narrative**.

Selection Criteria for Program Narrative

The selection criteria for applicants submitting applications under Absolute Priority 3--Capacity Building and Development Grants, and Absolute Priority 4--Multi-Local Educational Agency Grants, are listed in Subpart A of this section. The selection criteria for applicants submitting applications under Absolute Priority 5--State Scaling Grants, are listed under Subpart B of this section. The selection criteria for this competition are from 34 CFR 75.210 and the FSCS NFP. Each selection criterion includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion. The selection criteria for this competition can be found in the NIA for this grant competition.

All applicants are required to respond to each of the selection criteria in the NIA published in the Federal Register on July 13, 2022. Peer reviewers will assess applications based on the selection criteria. No outside factors, such as personal knowledge of past performance, or subjective judgments about what an application should contain may be considered. The application should be a comprehensive design for the proposed activities and desired outcomes. Therefore, reviewers will be directed to read the application in its entirety to determine the overall quality of the proposed project and the quality of the applicant's response to each criterion.

Peer reviewer comments and scores reflect the overall assessment of the quality of the response. Comments indicate why the applicant's response to each selection criterion is excellent, very good, good, fair, poor, or not addressed. Scores indicate how well or poorly the applicant responded to a selection criterion.

Suggested Point Ranges for Rating Applicant Responses to the Factors in the Selection Criteria: This suggested scoring range chart will be provided to peer reviewers to assist in the reviewing and scoring of the eligible applicant's response to the selection criteria. It is included here for the applicants' reference. Reviewers can use this when scoring each factor that correspond to each criterion.

Maximum Point Value	Quality of Applicant's Response					
	Not Addressed	Poor	Fair	Good	Very Good	Excellent
25	0	1-5	6-10	11-15	16-20	21-25
20	0	1-4	5-8	9-12	13-16	17-20
15	0	1-3	4-6	7-9	10-12	13-15
10	0	1-2	3-4	5-6	7-8	9-10
5	0	1	2	3	4	5

In evaluating a FSCS application, the Secretary considers the following criteria:

Subpart A: Selection Criteria for Absolute Priority 3--Capacity Building and Development Grants and Absolute Priority 4--Multi-Local Educational Agency Grants.

Selection Criteria 1. Need for project (up to 10 points).
The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers the extent to which the proposed project will provide support, resources, and services; close gaps in educational opportunity; or otherwise address the needs of the targeted population, including addressing the needs of underserved populations most impacted by the issue, challenge, or opportunity to be addressed by the proposed project. (FSCS NFP).

Selection Criteria 2. Quality of the Project Design (up to 25 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 extent to which the design of the proposed project reflects relevant and evidence-based findings from existing literature and includes a high-quality plan for project implementation integrating the four pillars of full-service community schools and the use of appropriate evaluation methods to ensure successful achievement of project objectives. (FSCS NFP)

Selection Criteria 3. Quality of the Project Services (up to 15 points).
The Secretary considers the quality of the services to be provided by the proposed project. In determining the quality of project services, the Secretary considers the extent to which the applicant will ensure that a diversity of perspectives is brought to bear in the design and operation of the proposed project, including those of students, youth, families, educators and staff, beneficiaries of services, school leadership, and community leadership. (FSCS NFP)

Selection Criteria 4. Adequacy of Resources (up to 10 points).
The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers the extent to which the grantee has plans for a full-time coordinator at each school, including a plan to sustain the position beyond the grant period and a description of how this position will serve to plan, integrate, coordinate, and facilitate programs and services at each school. (FSCS NFP)

Selection Criteria 5. 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 the following factors:
　　(A) The extent to which the grantee has, or demonstrates a strong plan to have, a broadly representative consortium that reflects the needs of the community and its stakeholders, and a description of the roles and responsibilities of the broadly representative consortium outlined in the required preliminary MOU. (FSCS NFP)
　　(B) The extent to which the applicant demonstrates a history of effectiveness in working with a diverse range of stakeholders, including students and families. (FSCS NFP)
　　(C) 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. (34 CFR 75.210)

Selection Criteria 6. Quality of the Project Evaluation (up to 15 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:
　　(A) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (34 CFR 75.210)
　　(B) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (34 CFR 75.210)
　　(C) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes. (34 CFR 75.210)

Subpart B: Selection Criteria for Absolute Priority 5--State Scaling Grants.

Selection Criteria 1. Need for project (up to 5 points).
The Secretary considers the need for the proposed project. In determining the need for the proposed project, the Secretary considers the extent to which the proposed project will provide support, resources, and services; close gaps in educational opportunity; or otherwise address the needs of the targeted population, including addressing the needs of underserved populations most impacted by the issue, challenge, or opportunity to be addressed by the proposed project. (FSCS NFP).

Selection Criteria 2. Quality of the Project Design (up to 25 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 extent to which the design of the proposed project reflects relevant and evidence-based findings from existing literature and includes a high-quality plan for project implementation integrating the four pillars of full-service community schools and the use of appropriate evaluation methods to ensure successful achievement of project objectives. (FSCS NFP)

Selection Criteria 3. Quality of the Project Services (up to 15 points).
The Secretary considers the quality of the services to be provided by the proposed project. In determining the quality of project services, the Secretary considers the extent to which the applicant will ensure that a diversity of perspectives is brought to bear in the design and operation of the proposed project, including those of students, youth, families, educators and staff, beneficiaries of services, school leadership, and community leadership. (FSCS NFP)

Selection Criteria 4. Adequacy of Resources (up to 10 points).
The Secretary considers the adequacy of resources for the proposed project. In determining the adequacy of resources for the proposed project, the Secretary considers the extent to which the grantee has plans for a full-time coordinator at each school, including a plan to sustain the position beyond the grant period and a description of how this position will serve to plan, integrate, coordinate, and facilitate programs and services at each school. (FSCS NFP)

Selection Criteria 5. Quality of the Management Plan (up to 20 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 the following factors:
    (A) The extent to which the grantee has, or demonstrates a strong plan to have, a broadly representative consortium that reflects the needs of the community and its stakeholders, and a description of the roles and responsibilities of the broadly representative consortium outlined in the required preliminary MOU. (FSCS NFP)
    (B) The extent to which the applicant demonstrates a history of effectiveness in working with a diverse range of stakeholders, including students and families. (FSCS NFP)
    (C) 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. (34 CFR 75.210)

Selection Criteria 6. Quality of the Project Evaluation (up to 15 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:

       (A) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (34 CFR 75.210)

       (B) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (34 CFR 75.210)

       (C) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes. (34 CFR 75.210)

Selection Criteria 7. Strategy to Scale (up to 10 points).
The Secretary considers the applicant's strategy to scale the proposed project. In determining the applicant's capacity to scale the proposed project, the Secretary considers the extent to which the applicant demonstrates its commitment and strategy to scale full-service community schools at the statewide level. In determining the applicant's capacity to scale the proposed project, the Secretary considers the number and percentage of local educational agencies (LEAs), and the number and percentage of schools within each LEA, the applicant, the SEA, and other partners propose to serve, the applicant's capacity (e.g., in terms of qualified personnel, financial resources, or management capacity) to further develop, implement, bring to scale, and sustain additional full-service community schools in multiple LEAs, and the applicant's capacity to work with others, including the broadly representative consortium and the state steering committee, to ensure that the proposed process, products, strategies, or practices can be further developed and brought to scale, based on the regular findings of the proposed project and its independent evaluation. (FSCS NFP)

Part 5: Budget Narrative

*This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner and include the following parts to expedite the review process.*

Ensure that you only attach the Department approved file types detailed in the common instructions. Also, do not upload any password-protected files to your application. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Each application must also provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs, and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project.

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable, and allocable. We may delete or reduce costs from the budget during this review.

Important Notes
Applicants are encouraged to review the Electronic Code of Federal Regulations Uniform Guidance, *Cost Principles* in preparing their budget and budget narrative.

The Uniform Guidance may be found at the following link:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

For each line item of both Sections A (federal costs) and B (non-federal costs/ match costs) of the Budget Form (ED 524), provide detailed costs (in whole dollars) accompanied by a narrative justification to support your request. Also, please note that, in Section B, an applicant shows the funds or in-kind donations it proposes to use to support its FSCS project and meet the FSCS matching requirement.

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

Suggested Guidelines for the Budget Narrative

To facilitate the review of your Budget Narrative, we encourage each applicant to include the following information for each year of the project:

1. Personnel
- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

2. Fringe Benefits
- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

3. Travel
- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.

- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

4. Equipment
- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

5. Supplies
- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

6. Contractual
- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide a brief statement that you have followed the procedures for procurement under: 2 CFR 200.317-200.326.
- Provide the basis for cost estimates or computations.

7. Construction

Not applicable

8. Other
- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = $500, postage = $750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs
- The amount that is the sum of expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant)
- Note: The FSCS program uses a restricted indirect cost rate.
- Note: Remember to provide a copy of the most recent approved indirect cost agreement in the Other Attachments form section of the application. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see www2.ed.gov/about/offices/list/ocfo/intro.html.

11. Training Stipends
- Provide the basis for cost estimates or computations.

12. Total Costs
- Sum of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project.

Part 6: Other Attachment Form

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all the required information in a single document, or in multiple documents.

Ensure that you only attach the Department approved file types detailed in the common instructions. Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

❑ **Appendix A**: **Required Preliminary Memorandum of Understanding and Letters of Support, if applicable.**
Provide the required preliminary MOU, which is described in the NIA. Any supplemental letters of support may also be included in this attachment.

❑ **Appendix B: Individual Resumes or Position Descriptions for Key Personnel**: Provide brief resumes or job descriptions that describe personnel qualifications for the responsibilities they will carry out under the project.

❑ **Appendix C: Absolute Priority 1 and 2 Assurances.**
Under Absolute Priorities 1 and 2, all applicants are required to include an assurance that the eligible entity and its partners will focus services on schools eligible for a schoolwide program under section 1114(b).

Applicants applying under Absolute Priority 2, Title IA Schoolwide Eligible and Rural Districts – Small and Rural or Rural and Low-Income are encouraged to include confirmation that an LEA is eligible for the Small Rural School Achievement (SRSA)

program or the Rural and Low-Income School (RLIS) program. Applicants may determine whether a particular LEA is eligible for these programs by referring to information on the following Department website: https://oese.ed.gov/offices/office-of-formula-grants/rural-insular-native-achievement-programs/rural-education-achievement-program/.

❑ **Appendix D: Copy of Indirect Cost Rate Agreement.**

❑ **Appendix E: Nonprofit 501(c)(3) status verification, if applicable.**
Consistent with 34 CFR 75.51(b), an entity may show that it is a nonprofit organization (as defined under 34 CFR 77.1(c)) by providing any 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:

(i) The organization is a nonprofit organization operating within the State; and

(ii) No part of its net earnings may lawfully benefit any private shareholder or individual;

(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.

❑ **Appendix F**: **Proprietary Information in the Application, if applicable.**
Eligible Applicants should identify the specific information and page numbers in the application where proprietary information can be found.

❑ **Appendix G: Project Abstract Template, optional.**
Applicants are encouraged to complete the FSCS project abstract template, which is also located on the FY 2022 FSCS Program Application and Competition Webpage.

❑ **Appendix H: Eligibility Checklist, optional.**
Applicants are encouraged to complete the FSCS eligibility checklist, which is also located on the FY 2022 FSCS Program Application and Competition Webpage.

❑ **Appendix I: Other, if applicable.**

Part 7: Assurances and Certifications

Be certain to complete all required assurances and certifications in Grants.gov, and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

❑ **Disclosure of Lobbying Activities (SF LLL Form)**
Refer to instructions provided at the following link:
https://apply07.grants.gov/apply/forms/instructions/SFLLL_2_0-V2.0-Instructions.pdf

❑ **Grants.Gov Lobbying Form – "Certification Regarding Lobbying" (ED 80-013 Form)**
Refer to the instructions provided at the following link:
https://apply07.grants.gov/apply/forms/instructions/GG_LobbyingForm-V1.1-Instructions.pdf

❑ **General Education Provisions Act (GEPA) Requirements – Section 427**
Refer to the instructions provided at the following link:
https://www2.ed.gov/fund/grant/apply/appforms/gepa427.pdf

Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372)

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: [Intergovernmental Review (SPOC List) (whitehouse.gov)](whitehouse.gov)

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--84.215J, 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. (Eastern 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.***

III. Reporting and Accountability

Successful Applicants with multi-year grants must submit an **annual performance report** demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).

At the end of the project period, applicants will also be required to submit a **final performance report**, including financial information, as directed by the Secretary.

Performance Measures

Section 4625(a)(4)(C) of the ESEA provides the basis for one performance measure for the FSCS program: the percentage and number of individuals targeted for services and who receive services during each year of the project period.

The FSCS NFP established an additional set of indicators:
- student chronic absenteeism rates;
- student discipline rates, including suspensions and expulsions;
- school climate information, which may come from student, parent, or teacher surveys;
- provision of integrated student supports and stakeholder services;
- expanded and enriched learning time and opportunities;
- family and community engagement efforts and impact;
- information on the number, qualifications, and retention of school staff, including the number and percentage of fully certified teachers, disaggregated by race and ethnicity, and rates of teacher turnover;
- graduation rates;
- changes in school spending information;
- collaborative leadership and practice strategies, which may include building the capacity of educators, principals, other school leaders, and other staff to lead collaborative school improvement structures, such as professional learning communities;
- regularly convening or engaging all initiative-level partners, such as LEA representatives, city or county officials, children's cabinets, nonprofit service providers, public housing agencies, and advocates;
- regularly assessing program quality and progress through individual student data, participant feedback, and aggregate outcomes to develop strategies for improvement; and
- organizing school personnel and community partners into working teams focused on specific issues identified in the needs and assets assessment.

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.html.

IV. Legal and Regulatory Information

Notice Inviting Applications
https://www.federalregister.gov/documents/2022/07/13/2022-15091/applications-for-new-awards-full-service-community-schools-program

Notice of Final Priorities, Requirements, Definitions, and Selection Criteria
https://www.federalregister.gov/documents/2022/07/13/2022-15090/final-priorities-requirements-definitions-and-selection-criteria-full-service-community-schools

Program Statute
Sections 4621-4623 and 4625 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) (222-231).
https://www.govinfo.gov/content/pkg/BILLS-114s1177enr/pdf/BILLS-114s1177enr.pdf