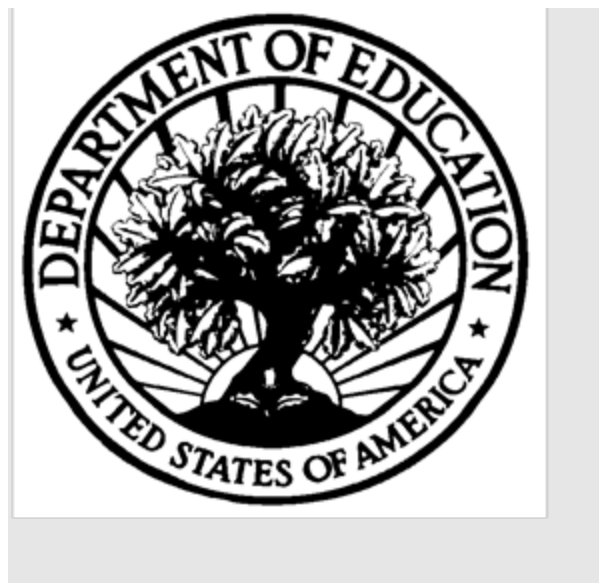


**U.S. DEPARTMENT OF EDUCATION  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
WASHINGTON, D.C. 20202**

**FY 2023  
APPLICATION FOR GRANTS  
UNDER THE NITA M. LOWEY 21<sup>ST</sup> CENTURY COMMUNITY  
LEARNING CENTERS PROGRAM NATIONAL TECHNICAL  
ASSISTANCE CENTER**

**ALN Number: 84.287E**

OMB no. 1894-0006, Expiration Date: February 29, 2024



**DATED MATERIAL – OPEN IMMEDIATELY**

**CLOSING DATE: 5/30/2023**

## 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 35 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 required to obtain or retain benefits. 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 Julie Coplin at [21stCCLC@ed.gov](mailto:21stCCLC@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:**

Julie Coplin, Competition Manager  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-6200  
[21stCCLC@ed.gov](mailto:21stCCLC@ed.gov)

**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**

Dear Colleague:

Thank you for your interest in the Nita M. Lowey 21st Century Community Learning Centers (21<sup>st</sup> CCLC) National Technical Assistance Center (NTAC) 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 (FY) 2023 under the 21<sup>st</sup> CCLC NTAC, authorized under section 4202(a)(2) of the Elementary and Secondary Education Act of 1965 (ESEA). The purpose of the 21<sup>st</sup> CCLC NTAC program is to create the 21<sup>st</sup> CCLC NTAC, which will support State educational agencies (SEAs) and their subgrantees that operate 21<sup>st</sup> CCLC programs.

Please take the time to review the applicable priorities, program and application requirements, 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 ([34 CFR§75.216](#)(b) and (c)).

To apply for this competition please use the government-wide website, <http://www.grants.gov>. We encourage that early in the process of compiling an application for submission you familiarize yourself with Grants.gov and register or identify who has access to your entity's registration within your entity and become a user or clarify roles for submitting applications using Grants.gov. We recommend that you submit early.

If you are new to or would like a refresher on applying for a grant at the Department, please review our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at [2022-26554.pdf \(govinfo.gov\)](#). Please note that these Common Instructions supersede the version published on December 27, 2021, and, in part, describe the requirement to have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN); be registered in the System for Award Management (SAM.gov), the Government's primary registrant database; provide your UEI number and TIN on your application; and maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

Please note, the narrative portion of an application must be submitted using either read-only, flattened Portable Document Format (PDF) or a Microsoft Word document. Please see related instructions within this application package.

The Department expects to make one new grant award for up to \$4,600,000 in the first year (and up to \$4,100,000 for each additional year during the life of the grant) under this competition. We will award a discretionary grant with a cooperative agreement on a competitive basis for a project period of up to 60 months. The grant is expected to be awarded in September 2023.

Please visit our program website at 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 Julie Coplin by telephone at (202) 987-1797 or via e-mail at [21stCCLC@ed.gov](mailto:21stCCLC@ed.gov).

Sincerely,

Patrick Rooney  
Director, Office of School Support and Accountability

# **I. Program Background Information**

## ***Program Overview***

The purpose of the 21st CCLC NTAC is to create the 21st CCLC NTAC, which will support SEAs and their subgrantees that operate 21st CCLC programs. The Department allocates 21st CCLC funds to SEAs that, in turn, award competitive subgrants to various entities to provide 21st CCLC programs. 21st CCLC programs provide academic enrichment opportunities for students attending high-poverty, low-performing schools during non-school hours. Additional information can be found in the application notice which contains statutory information, priorities, requirements, and other information.

## ***Application Requirements and Priorities***

There are application requirements for this FY 2023 grant competition and any subsequent year in which awards are made from the list of unfunded applications from this competition. This grant competition also includes one “Absolute Priority,” 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 list of the Absolute Priority and Competitive Preference Priorities for this grant competition, please reference the Notice Inviting Applications (NIA) for this competition in the Federal Register.

See [Federal Register :: Applications for New Awards; Nita M. Lowey 21st Century Community Learning Centers National Technical Assistance Center](#) to access the NIA for this competition.

## ***Applicant Guide***

Applications are entered into the [Grants.gov](#) system; applications submitted via email will not be accepted. For more information, including how to submit a paper application in cases in which electronic submission is not possible, please read the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at [2022-26554.pdf \(govinfo.gov\)](#).

A completed application will include a program 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 funding periods of the grant. The program office suggests that applicants limit the program narrative to 75 pages. Narrative attachments must be submitted as files in a read-only, flattened Portable Document Format (PDF) or as a Microsoft Word document. If applicants upload a different file type or submit a password-protected file, we will not review that material. A minimum of three peer reviewers will evaluate each proposal. Reviewers will be asked to review the applicants’ responses to each criterion and score each of their assigned proposals. Not responding to a specific criterion could negatively affect the score.

The NIA for this competition provides the selection criteria, application requirements, program requirements, eligibility, definitions.

See [Federal Register :: Applications for New Awards; Nita M. Lowey 21st Century Community](#)

[Learning Centers National Technical Assistance Center](#) to access the NIA for this competition.

### ***Selection Criteria (Up to 100 points)***

The selection criteria for this competition are from 34 CFR 75.210. The maximum score for all selection criteria is 100 points. The points or weights assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria. The maximum possible score for each selection criterion is indicated in parentheses.

- (a) Quality of the project design (up to 20 points).
- (b) Quality of project services (up to 30 points).
- (c) Quality of project personnel (up to 20 points).
- (d) Quality of the management plan (up to 25 point).
- (e) Quality of the project evaluation (up to 5 points).

### Scoring Rubric

A scoring rubric will be provided as a suggested guideline to assist reviewers during the application review process. Reviewers are not required to use the scoring rubric; that is, it is an advisory tool that is intended to promote consistency and reliability and to minimize the subjectivity of scoring judgments made during the application review process. The 21st CCLC NTAC competition scoring rubric is provided in this application package to assist applicants and the general public in understanding more fully how applications will be evaluated. ([See Part 4](#)).

### ***Program Authority***

ESEA Title IV, Part B section 4202(a)(2), (20 U.S.C. 7171-7176).

### ***Definitions***

Definitions for this program are from ESEA and the Secretary's Supplemental Priorities and can be found in the NIA for this grant competition. These definitions apply to the FY 2023 grant competition and any subsequent year in which we make awards from the list of unfunded applications from this competition.

### ***Technical Assistance Workshops for Prospective Applicants***

One technical assistance webinar for prospective applicants will be scheduled. When possible, information from the session will be posted on the [program website](#). The date and time for the webinar will be posted on the [program website](#).

- Please contact Julie Coplin at [21stCCLC@ed.gov](mailto:21stCCLC@ed.gov) to receive specific information

- regarding access to the Applicant Webinar.
- A copy of the slide deck will be posted on the NTAC Resources page at: [21st CCLC National Technical Assistance Center \(NTAC\) - Office of Elementary and Secondary Education](#).

## II. Application Submission Procedures

**The deadline for submission of applications for the 21<sup>st</sup> CCLC NTAC through Grants.gov is 11:59:59 PM EST on May 30, 2023.**

### ***Notice of Intent to Apply***

We are able to develop a more efficient process for reviewing grant applications if we have an understanding of the number of applicants that intend to apply for funding under this competition. Therefore, we strongly encourage each potential applicant to notify us of the applicant's intent to submit an application for funding. This notification should be brief, include the applicant's name and contact information. Submit this notification by email to [21stCCLC@ed.gov](mailto:21stCCLC@ed.gov) with "Intent to Apply" in the email subject line.

### ***Application Transmittal Instructions***

You must submit your application through [Grants.gov](#) and follow the [Common Instructions](#) referenced earlier and which contains requirements and information on how to submit an application. Find additional training resources on navigating Grants.gov, including video tutorials, [here](#).

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 [2022 Common Instructions](#) for detailed instructions regarding this procedure).

### **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](#).

### **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](http://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> [Note: Your organization will need to update its SAM registration annually.]

To register in [SAM.gov](http://www.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](http://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](http://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](http://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>.

## ***Helpful Hints When Working with Grants.gov***

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov, or access the Grants.gov user guide at: <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>.

### **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 [2022 Common Instructions](#).)

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

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, flattened .PDF files** or Microsoft Word documents in their application:

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

Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.

- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

### ***Electronic Application Submission Checklist***

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

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

#### **Part 1: Preliminary Documents**

- Application for Federal Assistance (Form SF 424) – **Note: must complete this form first**
- ED Supplemental Information for SF 424

#### **Part 2: Budget Information**

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

#### **Part 3: ED Abstract Form**

- Project Abstract

#### **Part 4: Project Narrative Attachment Form**

- Application Narrative

#### **Part 5: Budget Narrative Attachment Form**

- Budget Narrative

**Part 6: Other Attachments Form**

- Individual Resumes for Project Directors & Key Personnel
- Copy of Indirect Cost Rate Agreement
- References/Bibliography
- Executive Order 12372 Transmittal Letter, if applicable
- Other Relevant Documents

**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)**

- Not applicable OR
- State Single Point of Contact (SPOC) List

## ***Part 1: Preliminary Documents***

### **Application for Federal Assistance (Form SF 424)**

### **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, Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN).

**When applying electronically via Grants.gov, you will need to ensure that the UEI number you enter on your application is the same as the UEI number your organization used when it registered with SAM.**

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

### **INSTRUCTIONS FOR THE SF-424**

The instructions for the SF-424 can be downloaded as a PDF [at this link](#).

The SF-424 form itself can be downloaded as a fillable PDF form [at this link](#).

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as “Required” in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

**US Department of Education note:** the funding opportunity number (FON) discussed in Block 12 of the SF-424 instructions will be pre-populated if applicant is using Grants.gov to complete the form. Otherwise, the FON can be found on the cover page of this application document.

### **Instructions for U.S. Department of Education Supplemental Information for the SF-424**

The instructions for the supplemental SF-424 can be downloaded as a PDF [at this link](#).

The supplemental SF-424 form itself can be downloaded as a fillable PDF form [at this link](#).

## ***Part 2: Budget Information***

This part of your application contains information about the Federal funding you are requesting. 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.

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

Find ED Budget Information Non-Construction Programs (ED Form 524) and instructions to complete it [here](#) (instructions at the end of the document).

- **ED Form 524 - Section A Non-Construction Programs**: On this section of the form, please enter figures showing how much your organization plans to spend on each line item. See below tips for completing each line item in ED Form 524-Section A Non-Construction Programs.

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. 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 organization for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

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.

Construction (line 7): Construction is not allowed.

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.*

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

Indirect Costs (line 10): Indicate the applicant's approved indirect cost rate, per 34 C.F.R. §§ [75.560 – 75.564](#).

Training Stipends (line 11): Not Applicable.

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).

- **Form ED 524 - Section B Non-Federal Funds**: On this section of the form, your organization should 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 fulfills the requirement of Form ED 524 -Section C Budget Narrative. Find information below in Part 5 on completing the budget narrative.



### ***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](https://www.grants.gov) and should be organized in the following manner and include the following parts in order to expedite the review process.*

#### **☐ Project Abstract**

The project abstract should not exceed one double-spaced page and should include a concise description of the following information:

- The goals and expected outcomes of the project;
- The primary activities to be accomplished by the grant recipient;
- How the absolute priority is addressed; and
- If applicable, how any competitive preference priorities are being addressed by the project.

*Ensure that you only attach the Education 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.*

Note: Grants.gov may include a note that indicates that the project abstract may not exceed one page; however, an abstract of more than one page may be uploaded.

## ***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](http://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 Education 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 found in this application package and should follow the order of the selection criteria.

We encourage applicants to limit this section of the application to the equivalent of no more than 75 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 abstract, the resumes, the bibliography, or the letters of support. However, the recommended page limit does apply to all of the application narrative.

### ***Selection Criteria for Program Narrative (up to 100 points)***

The selection criteria for this competition are from 34 CFR 75.210. The maximum score for all selection criteria is 100 points. The points or weights assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria. The maximum possible score for each selection criterion is indicated in parentheses.

**Scoring Rubric**

A scoring rubric will be provided as a suggested guideline to assist peer reviewers during the application review process. Reviewers are not required to use the scoring rubric; that is, it is an advisory tool that is intended to promote consistency and reliability and to minimize the subjectivity of scoring judgments made during the application review process. The 21<sup>st</sup> CCLC NTAC competition scoring rubric is provided in this application package to assist applicants and the general public in understanding more fully how applications will be evaluated.

**(a) Quality of the project design (up to 20 points).**

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

- (1) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.
- (2) The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework.
- (3) The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

Excellent	Very Good	Good	Fair	Poor	Missing
17-20	13-16	9-12	5-8	1-4	0

The maximum possible score is 20. Reviewers may use the above suggested guidelines to assist in scoring this criterion.

**(b) Quality of project services (up to 30 points).**

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

In addition, the Secretary considers one or more of the following factors:

- (1) The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
- (2) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.
- (3) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.

(4) The likelihood that the services to be provided by the proposed project will lead to improvements in the achievement of students as measured against rigorous academic standards.

Excellent	Very Good	Good	Fair	Poor	Missing
25-30	19-24	13-18	7-12	1-6	0

The maximum possible score is 30. Reviewers may use the above suggested guidelines to assist in scoring this criterion.

(c) **Quality of project personnel (up to 20 points).**

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

In addition, the Secretary considers one or more of the following factors:

- (1) The qualifications, including relevant training and experience, of the project director or principal investigator.
- (2) The qualifications, including relevant training and experience, of key project personnel.
- (3) The qualifications, including relevant training and experience, of project consultants or subcontractors.

Excellent	Very Good	Good	Fair	Poor	Missing
17-20	13-16	9-12	5-8	1-4	0

The maximum possible score is 20. Reviewers may use the above suggested guidelines to assist in scoring this criterion.

(d) **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 one or more of the following factors:

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

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

(3) The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

(4) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

Excellent	Very Good	Good	Fair	Poor	Missing
20-25	15-19	10-14	5-9	1-4	0

The maximum possible score is 25. Reviewers may use the above suggested guidelines to assist in scoring this criterion

**(e) Quality of the project evaluation (up to 5 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 extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

Excellent	Very Good	Good	Fair	Poor	Missing
5	4	3	2	1	0

The maximum possible score is 5. Reviewers may use the above suggested guidelines to assist in scoring this criterion.

## ***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](https://www.grants.gov). It 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 Education approved file types detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at [2022-26554.pdf \(govinfo.gov\)](https://www.govinfo.gov/records/2022-26554.pdf). 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. (See Attachment A.)

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/current/title-2/subtitle-A/chapter-II/part-200>.

## **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).
- 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 to this program.

**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: remember to provide a copy of the most recent approved indirect cost agreement in the Other Attachments form section of the application (see <https://www2.ed.gov/about/offices/list/ocfo/intro.html>).

**11. Training Stipends**

- Not applicable.

**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](https://www.grants.gov). You may provide all of the required information in a single document, or in multiple documents.*

*Ensure that you only attach the Education 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.*

- Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes or job descriptions that describe personnel qualifications for the responsibilities they will carry out under the project.
- Copy of Indirect Cost Rate Agreement**
- References/Bibliography**
- Executive Order 12372 Transmittal Letter**, if applicable
- Other relevant documents**

## ***Part 7: Assurances and Certifications***

Applicants are required to include several forms and statements in their applications indicating that they will comply with Federal laws and regulations. Be certain to complete all required assurances and certifications in [Grants.gov](https://www.grants.gov) and include all required information in the appropriate place on each form. Certain assurances, including those in [Standard Form 424B](#) regarding federal grants are made when registering and submitting information into Sam.gov. The assurances and certifications forms included in Grants.gov and required to be submitted are:

- Disclosure of Lobbying Activities (SF-LLL Form), as applicable**  
See instructions below. 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: According to the ED 80-0013 cited below, grant funds cannot be used to pay for lobbying activities.
- Grants.Gov Lobbying Form – “Certification Regarding Lobbying” (ED 80-013 Form)**  
This form must be signed, dated, and returned with your organization’s application. By doing so your organization is certifying that it will not spend Federal grant money for lobbying, and we expect that you and your organization will not violate the certification.
- General Education Provisions Act (GEPA) Requirements – Section 427**  
See explanation and examples here.

## **INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services and include full address if different from

10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 4040-0013. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040- 0013), Washington, DC 20503.

## **INSTRUCTIONS FOR MEETING THE GENERAL EDUCATION PROVISIONS ACT (GEPA) SECTION 427 REQUIREMENTS**

The NOTICE TO ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES is a standard form used by the U.S. Department of Education (the Department) for applicants seeking Federal assistance under the Department's grant programs. Applicants submit in their grant application a description of steps that they propose to take to ensure equitable access to, and participation in, their Federal grant as required by the General Education Provisions Act (GEPA) Section 427.

GEPA Section 427 highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Applicants based on the design of their proposed grant project, the participants and community the project proposes to serve, and local circumstances determine whether these or other barriers may prevent all beneficiaries such access or participation. General instructions for completing the standard form are contained below.

- Applicants may identify any barriers that may impede equitable access and participation in the proposed project or activity, including, but not limited to, barriers based on economic disadvantage, gender, race, ethnicity, color, national origin, disability, age, language, migrant status, rural status, homeless status or housing insecurity, pregnancy, parenting, or caregiving status, and sexual orientation.
- Applicants must respond to each question using the associated text box. Each text box allows approximately 4000 characters; therefore, if copying and pasting into the text box from another document be sure to check that everything copied.
- Applicants will receive an error message if any response is missing and will not be able to submit the application due to the missing information.
- Applicants that have already undertaken steps to address barriers must provide an explanation and/or description of the steps already taken in each text box, as appropriate.
- Applicants that believe no barriers exist must provide an explanation and/or description to each question to validate that perception and satisfy the GEPA Section 427 requirement.

## ***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 \(SPOC List\) \(whitehouse.gov\)](#).

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

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (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.

At the end of the project period, applicants will also be required to submit a **final performance report**.

#### ***Performance Measures***

For the purposes of Department reporting under 34 CFR 75.110, the Department has established the following performance measures for the 21st CCLC NTAC program. The performance measures can be found in the [Notice Inviting Applications](#) for this program.

- (1) The percentage of 21st CCLC subgrantees reporting that the 21st CCLC NTAC resources were useful and applicable to their work, as evidenced by surveys.
- (2) The percentage of SEAs reporting that they are satisfied with the quality, usefulness, and relevance of technical assistance provided by the 21st CCLC NTAC, as evidenced by surveys.
- (3) The percentage of SEAs and 21st CCLC subgrantees that report changed policies or practices as a result of the technical assistance provided by the 21st CCLC NTAC, as evidenced by surveys.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at [ED 524-B Form: Grant Performance Report Instructions -- June 2019 \(PDF\)](#).

### **IV. Legal and Regulatory Information**

#### ***Notice Inviting Applications***

See [Federal Register :: Applications for New Awards; Nita M. Lowey 21st Century Community Learning Centers National Technical Assistance Center](#) to access the NIA for this competition.

#### ***Program Statute***

Title IV, Part B of the ESEA, section 4202(a)(2), (20 U.S.C. 7171-7176).

<https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/essa-legislation-table-contents/title-iv-21st-century-schools/#TITLE-IV-PART-B>

## ***Program Regulations***

There are no regulations specific to this program.

## **Appendix A: Sample Budget Justification**

This sample is intended to provide guidance only. Each applicant is expected to follow the format but tailor the budget request and justification to the entity's specific project.

### **Personnel**

Robin Doe, Project Director (\$15,000 x 1 FTE)	\$ 15,000
The project director will have oversight of the program and provide supervision, recruitment and training of the program liaisons.	
Chris Que, Project Coordinator (\$48,000 x 1.0 FTE)	\$ 48,000
The Coordinator will be responsible for day-to-day project activities.	
Program Liaisons (2 x \$35,000 x 1.0 FTE)	\$ 70,000
The program liaisons will be responsible for day-to-day school/ community outreach activities.	
1 Support staff (\$24,000 x .40 FTE)	\$ <u>9,600</u>
<b>Total Personnel</b>	<b>\$142,600</b>

### **Fringe Benefits**

100% of medical, dental, vision, life, and disability for full-time employees is covered at 18.25% of annual salary.

Project Director (\$15,000 x 0.1825)	\$ 2,738
Project Coordinator (\$48,000 x 0.1825)	\$ 8,760
2 Program Liaisons (\$70,000 x 0.1825)	\$ 12,775
1 Support staff (\$9,600 x 0.1825)	\$ <u>1,752</u>
<b>Total Fringe Benefits</b>	<b>\$ 26,025</b>

### **Travel**

Funds are requested for travel for the Director and Coordinator to attend a meeting in Washington, DC, and for mileage for staff travel between the office and the local sites.

2 trips to Washington, DC	\$ 1,570
Hotel @ \$125/night x 2 nights x 2 people = \$500	
Round trip airfare = \$230 x 2 people = \$460	



Ground transportation = \$80 x 2 people = \$160  
 Per Diem @ \$75/day x 3 days x 2 people = \$450

Mileage reimbursement for local travel between project sites Estimated 350 miles x \$0.405	\$ <u>142</u>
<b>Total Travel</b>	<b>\$ 1,712</b>
<b>Equipment</b> (Only items with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit go here. However, if your organization has established a lower equipment threshold for general purposes, you must use that threshold in your budget. Please include a statement about your equipment threshold with your budget.)	-0-
<b>Supplies</b> 3 Pentium-class computers @ \$1,100 each Each full-time staff person will be assigned a computer. (Note: if your organization has an equipment threshold of \$1,000, for example, then this item would have to be included in the budget for equipment.)	\$ 3,300
1 Laser color printer for training and workshop materials	\$ 800
General office supplies Includes paper, pens, pencils, and other desk supplies.	\$ <u>1,500</u>
<b>Total Supplies</b>	<b>\$ 5,600</b>
<b>Contractual</b> Out of School Time TA Consultant Shawn Mars has been hired to provide TA to subgrantees. Travel to 2 out subgrantee sites is included.	\$ 20,000
<b>Other</b> Photocopier lease at \$300/month x 12 months Telephones @ \$170/month x 12 months (If not covered under your indirect cost rate agreement) Postage @ \$50/month x 12 months	\$ 3,600 \$ 2,040 \$ <u>600</u>
<b>Total Other</b>	<b>\$ 6,240</b>
Total Direct Costs	\$202,177
Unrestricted Indirect Cost rate of 10%	\$ <u>20,217</u>
Project Total	\$222,395