



# **OFFICE OF MIGRANT EDUCATION (OME)**

## **PRE-APPLICATION WEBINAR**

### **FY 23 MIGRANT EDUCATION PROGRAM (MEP) CONSORTIUM INCENTIVE GRANT (CIG) PROGRAM**

**Michael Meltzer  
Patricia Meyertholen  
March 7, 2023**

# Logistics for Today

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- ❑ This webinar is being recorded.
- ❑ Participants may use to Microsoft Teams to listen or dial-in via the telephone for audio.
- ❑ If you experience technical problems, send message to Patricia Meyertholen in the Chat Box.
- ❑ We'll pause for questions during 6 breaks. You'll be able to ask your questions in writing via Chat Box. Written responses will go out via MEP State Listserv.
- ❑ Phones will be muted for the duration of the webinar. Please ask all questions via the Chat Room.

# OME Mission Statement

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To provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families.

# FY 2023 CIG Webinar - Objectives

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- ❑ Review CIG Program Requirements
- ❑ Review parts of the Notice Inviting Applications (NIA)
- ❑ Review Parts of the Application Instructions



# Caution

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- ❑ Merely a review of items in the NIA and Application.
- ❑ Some items have been summarized to allow for the logistics of a webinar.
- ❑ Read the complete NIA and Instructions, and all other references or related statutes, regulations, instructions, etc.

# Purpose of CIG Program

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The Consortium Incentive Grant Program provides financial incentives to State Educational Agencies (SEAs) to participate in consortia that improve the interstate or intrastate coordination of migrant education programs by addressing key needs of migratory children who have their education interrupted.

# Authority and Applicable Regulations



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- ❑ Statute: Elementary and Secondary Education Act (ESEA), Title I, Part C, Section 1308(d)
- ❑ Federal Register: Notice of Final Requirements, March 3, 2004 (69 FR 10110); Notice of Final Priority, March 12, 2008 (73 FR 13217); and Notice of Final Requirements, Dec. 31, 2013 (78 FR 79613)

# Authority and Applicable Regulations (cont.)



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- ❑ Federal Register: Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 07, 2022 (87 FR 75045)
- ❑ See NIA for more applicable regulations



# Requirements of the Grant

- ❑ Proposed grant applications must:
  - address one of the four absolute priorities described in this notice;
  - be designed to improve the delivery of services to migratory children whose education is interrupted;
  - be designed to improve interstate and intrastate coordination of migrant education programs;
  - Include the goals and measurable outcomes of the consortium, and the activities that each participating SEA or entity in the consortium will conduct during each project year;

# Requirements of the Grant (cont.)

- ❑ Proposed grant applications must:
  - Provide explanation of the need for and value of the proposed consortium to each participating SEA;
  - Describe process each participating SEA will use for evaluating its progress in achieving the measurable outcomes of the consortium; and
  - Include a Signed Statement from the Chief State School Officer (CSSO), of each SEA participating expressing his/her commitment to implementing the activities in the application.

# Competition Priorities

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- The competition is focused on 4 Absolute Priorities and 3 Competitive Preference Priorities
  - The priorities are **not** aligned and can be written to in any combination
- Applicants must write to one Absolute Priority per application

# Competition Priorities (cont.)

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- Applicants may write to any competitive priority or priorities but only the first competitive priority written to in the application will be considered by reviewers

<b>Required</b>	<b>Optional</b>
Absolute Priority 1	Competitive Preference Priority 1
Absolute Priority 2	Competitive Preference Priority 2
Absolute Priority 3	Competitive Preference Priority 3
Absolute Priority 4	

# Absolute Priorities

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- ❑ **Absolute Priority 1:** Services designed to improve the proper and timely identification and recruitment of eligible migratory children whose education is interrupted;
- ❑ **Absolute Priority 2:** Services designed (based on a review of evidence-based research) to improve the school readiness of preschool-aged migratory children whose education is interrupted;
- ❑ **Absolute Priority 3:** Services designed (based on a review of evidence-based research) to strengthen the involvement of migratory parents in the education of migratory students whose education is interrupted;
- ❑ **Absolute Priority 4:** Services designed (based on a review of evidence-based research) to improve the educational attainment of out-of-school migratory youth whose education is interrupted.

# Competitive Preference Priorities (CPP)

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Under the Absolute Priorities, applicants may write to the following three CPPs:

**CPP 1:** (Up to 10 points) – Projects that are designed to address the impacts of the COVID-19 pandemic, including impacts that extend beyond the duration of the pandemic itself, on the students most impacted by the pandemic, with a focus on underserved students and the educators who serve them, through projects addressing students' social, emotional, mental health, and academic needs through approaches that are inclusive with regard to race, ethnicity, culture, language, and disability status.

# Competitive Preference Priorities (cont.)

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**CPP 2:** (Up to 10 points) – Projects that are designed to promote education equity and adequacy in resources and opportunity for underserved students—

(a) In one of the following settings:

- (1) Early learning programs.
- (2) Career and technical education programs.
- (3) Out-of-school-time settings.
- (4) Adult learning;

(b) That examine the sources of inequity and inadequacy and implement responses and that may include establishing, expanding, or improving the engagement of underserved community members (including underserved students and families) in informing and making decisions that influence policy and practice at the school, district, or State level by elevating their voices, through their participation and their perspectives and providing them with access to opportunities for leadership (e.g., establishing partnerships between civic student government programs and parent and caregiver leadership initiatives).

# Competitive Preference Priorities (cont.)

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**CPP 3:** (Up to 10 points) – Projects that are designed to take a systemic evidence-based approach to improving outcomes for underserved students through establishing cross-agency partnerships, or community-based partnerships with local nonprofit organizations, businesses, philanthropic organizations, or others, to meet family well-being needs.



# Competition Priorities

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- Indicate in the abstract to which absolute priority you are applying
- Indicate in the abstract to which CPP (or priorities) you are applying
- As a reminder, applicants will only be scored for one CPP
- We will create four funding slates for CIG applications based on the four absolute priorities.

# QUESTION BREAK

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*Frequently Asked Question:*

**Q: How many Absolute Priorities must my application address?**

A: The application must address one Absolute Priority.

**Q: Must my application address a competitive preference priority?**

A: No, these priorities are optional.

*Next Topic:*

Deadlines, Award  
and Application  
Overview

# Notice Inviting Applications and Application Package



- ❑ **Deadlines**
- ❑ **Award Information**
- ❑ **Eligible Applicants**
- ❑ **Content of Application**
- ❑ **Formatting**
- ❑ **SAM Registration**
- ❑ **Grants.gov Submission of Applications**
- ❑ **Selection Criteria**
- ❑ **Performance & Financial**
- ❑ **Reporting**

# Application Submission Deadline

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- April 24, 2023
  - 11:59PM Eastern Time



# Eligibility for Awards

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## □ Eligible Entities

- State educational agencies (SEAs) receiving MEP Basic State Formula grants, in a consortium with one or more other SEAs or other appropriate entities
- An application for an incentive grant must be submitted by an SEA that will act as the “lead SEA” for the proposed consortium

# Award Information

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- *Available Funds for New Awards:*
  - \$3 M
  
- *Range of Awards:*
  - \$50,000 to \$150,000
  
- *Avg. Size of Awards:*
  - \$100,000

# Funding and Award Amount

- ❑ Award amounts are based on a two-tiered funding formula
  - Tier 1—States with MEP awards of \$1 million or more.
  - Tier 2—States with MEP awards of \$1 million or less; will receive twice the amount of the Tier 1 States.
- ❑ Within each tier, awards will be of equal size with one exception—the most an SEA can receive is \$250,000 per year, or the amount of their basic MEP formula allocation, if that is less.

# Duration & Use of CIG Funds

## ❑ Duration of Awards

- Up to three years: Year 2 and Year 3 awards based on substantial progress toward completing prior year's activities and attaining the outcomes & objectives identified in a consortium's approved application

## ❑ Use of CIG funds

- May be used to implement consortium activities or to carry out general activities authorized under the MEP



# Application Overview

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- ❑ Part I. Preliminary Documents
- ❑ Part II. ED Abstract Form
- ❑ Part III. Project Narrative Attachment Form (includes Cover Sheet and Application Narrative)
- ❑ Part IV. Other Attachments Form (Signed Statements)
- ❑ Part V. Assurances and Certifications (includes Disclosure of Lobbying Activities, Grants.gov Lobbying Form, General Education Provisions Act (GEPA) Requirements – Section 427)
- ❑ Part VI. Intergovernmental Review of Federal Programs (Executive Order 12372)

# Application Package


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- ❑ The CIG Application Package is available at:
  - ❑ Grants.gov
  - ❑ Search CFDA: 84.144 (numerical search)
  - ❑ Search Funding Opportunity Number: ED-GRANTS-022323-002
- ❑ In process of posting application package to oese.ed.gov. Link will be sent out via MEPSTATE listserv announcement

# Grants.gov Application Screen

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HELP | MY ACCOUNT | LOGOUT




SEARCH: Grant Opportunities ▾  GO

HOME LEARN GRANTS ▾ SEARCH GRANTS APPLICANTS ▾ GRANTORS ▾ SYSTEM-TO-SYSTEM ▾ FORMS ▾ CONNECT ▾ SUPPORT ▾

GRANTS.GOV > [View Opportunity](#)

## VIEW GRANT OPPORTUNITY



**ED-GRANTS-022323-002**  
 Office of Elementary and Secondary Education (OESE): Office of Migrant Education (OME):  
 Migrant Education Program (MEP) Consortium Incentive Grant (CIG) Program, Assistance Listing  
 Number (ALN) 84.144F  
 Department of Education

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SYNOPSIS
VERSION HISTORY
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PACKAGE

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**General Information**

Document Type: Grants Notice	Version: Synopsis 3
Funding Opportunity Number: ED-GRANTS-022323-002	Posted Date: Feb 23, 2023
Funding Opportunity Title: Office of Elementary and Secondary Education (OESE): Office of Migrant Education (OME): Migrant Education Program (MEP) Consortium Incentive Grant (CIG) Program, Assistance Listing Number (ALN) 84.144F	Last Updated Date: Feb 23, 2023
Opportunity Category: Mandatory	Original Closing Date for Applications: Apr 24, 2023 Applications Available: February 27, 2023. Deadline for Transmittal of Applications: April 24, 2023. Deadline for Intergovernmental Review: June 23, 2023. Pre-Application Webinar Information: The Department will hold a pre-application workshop via webinar for prospective applicants on March 7, 2023. FOR FURTHER INFORMATION CONTACT: Michael Meltzer, U.S. Department of Education. Telephone: (202) 987-1657. Email: Michael.Meltzer@ed.gov.
Opportunity Category Explanation:	
Funding Instrument Type: Grant	Current Closing Date for Applications: Apr 24, 2023 Applications Available: February 27, 2023. Deadline for Transmittal of Applications: April 24, 2023. Deadline for Intergovernmental Review: June 23, 2023. Pre-Application Webinar Information: The Department will hold a pre-application workshop via webinar for prospective applicants on March 7, 2023. FOR FURTHER INFORMATION CONTACT: Michael Meltzer, U.S. Department of Education. Telephone: (202) 987-1657. Email: Michael.Meltzer@ed.gov.
Category of Funding Activity: Education	
Category Explanation:	Archive Date: May 24, 2023
Expected Number of Awards: 30	Estimated Total Program Funding: \$3,000,000
CFDA Number(s): 84.144 -- Migrant Education Coordination Program	Award Ceiling: \$250,000
Cost Sharing or Matching Requirement: No	Award Floor:

**Eligibility**

**Eligible Applicants:** Others (see text field entitled "Additional Information on Eligibility" for clarification)

**Additional Information on Eligibility:** 1. Eligible Applicants: SEAs receiving MEP Basic State Formula Grants, in a consortium with one or more other SEAs or other appropriate entities. An application for an incentive grant must be submitted by an SEA that will act as the "lead SEA" for the proposed consortium.

# Part I: Preliminary Documents

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- ❑ Application for Federal Assistance (Form SF 424)
- ❑ ED Supplemental Information for SF 424
  - Important: Ensure the UEI number you enter on your application is the same UEI number your organizations used when it registered in the System for Award Management (SAM).

# Part II: ED Abstract Form

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## □ Project Abstract

- One to two double spaced pages and include a concise description of the following information, preferably in the following order:
  - Name of the lead state
  - Name of each state participating in the consortium
  - Project objectives and activities
  - Applicable priorities
  - Proposed project outcomes

# Part III: Project Narrative Attachment Form

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## ❑ Cover Sheet

- First page of the narrative and submitted as one single document with the narrative. Include:
  - Title of the proposed consortium,
  - Identity and address of the lead SEA
  - Identity of any other SEA or entity participating in the consortium.

# Part III: Project Narrative Attachment Form

## ❑ Application Narrative

- Address at least one absolute priority.
- Include the goals and measurable outcomes of the consortium, and the activities that each participating SEA or entity in the consortium will conduct during each project year.
- Provide explanation of the need for and value of the proposed consortium to each participating SEA, and how the proposed consortium will improve interstate or intrastate coordination of migrant education program.
- Describe process each participating SEA will use for evaluating its progress in achieving the measurable outcomes of the consortium.

# Part III: Project Narrative Attachment Form

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## ❑ Selection Criteria

- CI&G applications will be reviewed and ranked on the basis of how well the information they provide responds to the following selection criteria:
  - Significance (Up to 10 points);
  - Quality of Project Design (Up to 30 points);
  - Quality of Project Services (Up to 30 points);
  - Quality of the Management Plan (Up to 10 points);  
and
  - Quality of the Project Evaluation (Up to 20 points).



# Part III: Project Narrative Attachment Form

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## ❑ Selection Criteria (cont.)

- Quality of the content is key
  - However, errors in grammar and spelling may obscure your content!
- Readers will award points for responses to a given selection criterion; therefore, it is best to include information for a given selection criteria within that section in the narrative.
- Applicants should describe the priority or priorities on which their consortium will focus and how they propose to address the priority or priorities in terms of these selection criteria.

# Part III: Project Narrative Attachment Form

## Significance

- ❑ The Secretary considers the significance of the proposed project. In determining the significance for the proposed project, the Secretary considers the following factors:
  - The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population. (up to 5 points)
  - The extent to which the results of the proposed project are to be disseminated in ways that will enable others to use the information or strategies. (up to 5 points)

# Part III: Project Narrative Attachment Form

## Quality of the Project Design

- ❑ The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:
  1. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (up to 10 points)
  2. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (up to 7 points)

# Part III: Project Narrative Attachment Form

## Quality of the Project Design (cont.)

1. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (up to 5 points)
2. The extent to which the proposed project demonstrates a rationale (as defined in 34 CFR 77.1(c)). (up to 8 points)

# Part III: Project Narrative Attachment Form

## Quality of the Project Services

- ❑ The Secretary considers the quality of the services to be provided by the proposed project:
  1. 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.  
(up to 3 points)

# Part III: Project Narrative Attachment Form

## Quality of the Project Services (continued)

2. In addition, the Secretary considers the following factors:
  - i. 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. (Up to 7 points)
  - ii. The likely impact of the services to be provided by the proposed project on the intended recipients of those services. (Up to 10 points)

# Part III: Project Narrative Attachment Form

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## Quality of the Project Services (continued)

- iii. The extent to which the technical assistance services to be provided by the proposed project involve the use of efficient strategies, including the use of technology, as appropriate, and the leveraging of non-project resources. (Up to 5 points)\*
- iv. The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services. (Up to 5 points)

\*Sub-criterion updated in Application Instructions on Grants.gov as of March 6, 2023

# Part III: Project Narrative Attachment Form

## Quality of the Management Plan

- ❑ 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 procedures for ensuring feedback and continuous improvement in the operation of the proposed project. (up to 2 points)
  2. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project. (up to 3 points)
  3. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project. (up to 5 points)



# Part III: Project Narrative Attachment Form

## Quality of the Project Evaluation

- ❑ The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the project evaluation, the Secretary considers:
  1. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (up to 10 points)
  2. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (up to 10 points)

# QUESTION BREAK

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**Q: Should the Cover Sheet be uploaded as a document separate from the Project Narrative?**

**A: No.** The Cover Sheet should be the first page of the narrative so that there is only one document being submitted for the Project Narrative section.

*Next Topic:*

Application Overview  
Continued

# Part IV: Other Attachments Form

## ❑ Signed Statements

- Consortium applications must include a signed statement from the Chief State School Officer (or his/her authorized representative) of each SEA that is participating in the proposed consortium arrangement expressing his/her SEA's commitment to the activities in the application.
- See the application package for what to do in extenuating circumstances.

## ❑ Bibliography (if applicable)

# Part IV: Other Attachments Form

- ❑ The Lead State submits Non-Lead State assurances and certifications via this section of the application.
- ❑ Applicants may use this section to submit any other supporting documentation it wishes to include with its application.
- ❑ Submit documents in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.

# Part V: Assurances and Certifications

- ❑ Be certain to complete all required assurances and certifications 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)
    - Note: The form is listed as optional in Grants.gov, but it must be included per application instructions.
  - Grants.Gov Lobbying Form – “Certification Regarding Lobbying” (ED 80-013 Form)
  - General Education Provisions Act (GEPA) Requirements – Section 427

# Part V: Assurances and Certifications

- ❑ Include a description of how the application will comply with Section 427 of the Department's General Education Provisions Act (GEPA) for each participating SEA— equitable access to and participation in federally assisted programs for students, teachers, and other program beneficiaries with special needs— unless the applicant has chosen to embed this description into the body of the application narrative.

# Application Overview, cont'd.

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## **Part VI: 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.

- ❑ 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 \(SPOC List\) \(whitehouse.gov\)](https://www.whitehouse.gov/intergovernmental-review-spoc-list)

# QUESTION BREAK

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*Frequently Asked Question:*

**Q: Which forms do the Non-Lead States submit?**

**A:** Non-Lead States submit the “Signed Statement” and the three Assurance and Certification Forms mentioned on the previous slides:

- ❑ GEPA Requirements – Section 427
- ❑ Grants.gov Lobbying Form - Certification Regarding Lobbying (ED 80-013)
- ❑ Disclosure of Lobbying Activity (SF LLL Form)

*Next Topic:*

**Reporting, Formatting  
and Registering in  
Grants.gov**



# Project Objectives



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- ❑ Projects establish their own objectives, within the scope of the program's authorizing legislation and regulations.
- ❑ There is no minimum or maximum for the number of project objectives you propose.

# Performance Measures for MEP

- ❑ The percentage of MEP students that scored at or above proficient on their State's annual Reading/Language Arts assessments in grades 3-8.
- ❑ The percentage of MEP students that scored at or above proficient on their State's annual Mathematics assessments in grades 3-8.
- ❑ The percentage of MEP students who were enrolled in grades 7-12, and graduated or were promoted to the next grade level.
- ❑ The percentage of MEP students who entered 11th grade that had received full credit for Algebra I or its equivalent.

# Performance Reporting, Form ED524B

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- ❑ Interim Performance Report – Spring 2024
- ❑ Annual Performance Report –
  - Due after Year 1 – December 2024
  - Due after Year 2 – December 2025
- ❑ Final Performance Report –December 2026
  - Report is cumulative for all 3 years (Due after Year 3)
- ❑ Performance Report sections include:
  - Effectiveness in meeting Consortium goals, objectives, and outcomes
  - Effectiveness in meeting the purposes of Consortium
  - Effect of Consortium on served participants

# Financial Reporting, Form SF 425

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- ❑ The Financial Reporting Form, SF 425 will be due at the time of the submission of the Annual Performance Report (ED524B).

# Recommendations for Formatting the Project Narrative and Abstract



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- ❑ We recommend that you (1) limit the application narrative to no more than 25 pages and (2) use the following standards:
- ❑ 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.

# Project Narrative Recommended Page Limit

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- ❑ Only the project narrative addressing the selection criteria is included in this recommended page count.



- ❑ Readers will find it easier to locate information regarding a specific selection criteria item, if it is located within the section specified for that item.

# Before you submit: Register in Grants.gov with UEI and SAM

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## ❑ **UEI—Unique Entity Identifier**

- Must provide UEI # on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.
- Typically, same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same UEI number on your application as the UEI you registered with, Grants.gov will reject your application.

# Before you submit: Register in Grants.gov with UEI and SAM (cont.)

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## ❑ **SAM— System for Award Management Registry**

- May take approximately one week to complete registration. Could take upwards of several weeks to complete, depending upon data entered into the SAM database by an applicant.
- May begin working on your application while completing the registration process. Cannot submit an application until all of the Registration steps are complete.
- Once SAM registration is active, it may take 24-48 hours for info to be available in Grants.gov, and before you can submit an application through Grants.gov.
- Your organization will need to update its SAM registration annually.
- Information about SAM is available at [www.SAM.gov](http://www.SAM.gov).



# QUESTION BREAK

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*Frequently Asked Question:*

**Q: Do all states that participate in the consortium need to register in Grants.gov?**

**A. No, only the Lead State submitting the application needs to register.**

*Next Topic:*

Application  
Submission

# Grants.gov Submission



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- ❑ Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 07, 2022 (87 FR 75045) and available at <https://www.federalregister.gov/d/2022-26554>, which contain requirements and information on how to submit an application.

# Grants.gov Submission (cont.)

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- ❑ Grants.gov is a system of the Federal government.
- ❑ It requires applicants to apply online.
- ❑ To submit to Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR.
- ❑ Register early, even before you plan to submit.
- ❑ After submitting an application, applicant receives a tracking number as confirmation of receipt.

# Grants.gov Submission (cont.)

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- ❑ You will be able to apply via the Grants.gov Workspace.
- ❑ Through Workspace, you may complete forms online or complete the forms offline and then upload and submit your application.
- ❑ As you complete the forms, save them to your computer.
- ❑ When ready, the AOR for the lead State will submit your application package with all completed forms and attachments.
- ❑ You may **not** email an electronic copy of a grant application to us.
- ❑ All files uploaded **must be** in Portable Document format (**PDF**) or Word.

# Non-Lead States Completing Grants.gov Forms for

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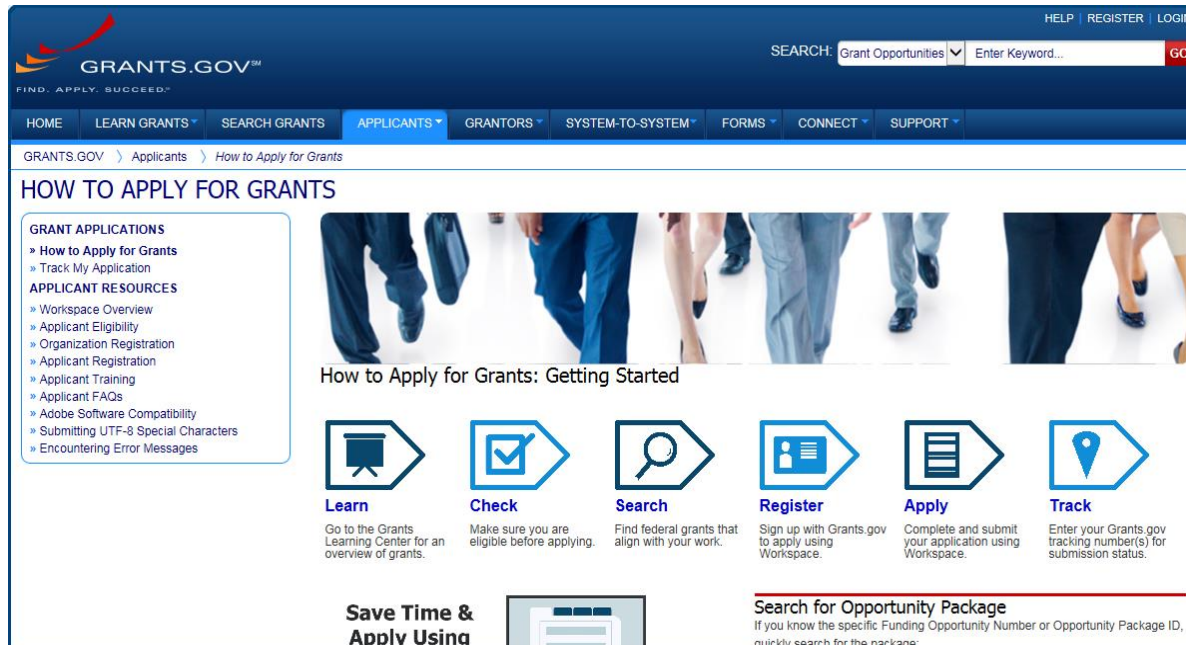
- ❑ Non-Lead SEAs must submit the following four documents
  - Signed Statement
  - Section 427 of GEPA
  - Grants.gov Lobbying Form – “Certification Regarding Lobbying” (ED 80-013 Form)
  - Disclosure of Lobbying Activity (SF LLL Form)
- ❑ To retrieve the forms, download them from Grants.gov and save them to your computer
- ❑ Lead state compiles all forms and submits them with application package, under “Other Attachments Form” in Grants.gov. Non-Lead SEAs can also submit these to the program contact for this grant competition ([Michael.Meltzer@ed.gov](mailto:Michael.Meltzer@ed.gov)).

# Grants.gov Submission Cont'd.

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- ❑ Training on completing an application is available at:

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>



The screenshot displays the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED." The main navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (which is highlighted), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is located in the top right corner, with a dropdown menu set to "Grant Opportunities" and a "GO" button. Below the navigation bar, the breadcrumb trail reads "GRANTS.GOV > Applicants > How to Apply for Grants". The main heading is "HOW TO APPLY FOR GRANTS". On the left side, there is a sidebar menu with sections for "GRANT APPLICATIONS" (including "How to Apply for Grants" and "Track My Application") and "APPLICANT RESOURCES" (including "Workspace Overview", "Applicant Eligibility", "Organization Registration", "Applicant Registration", "Applicant Training", "Applicant FAQs", "Adobe Software Compatibility", "Submitting UTF-8 Special Characters", and "Encountering Error Messages"). The main content area features a large image of people walking, with the heading "How to Apply for Grants: Getting Started". Below this image are six icons representing the application process: Learn (a screen with a speaker), Check (a checkmark in a box), Search (a magnifying glass), Register (a person icon with a checkmark), Apply (a document icon with a checkmark), and Track (a location pin icon). Each icon has a corresponding label and a brief description: "Learn" (Go to the Grants Learning Center for an overview of grants), "Check" (Make sure you are eligible before applying), "Search" (Find federal grants that align with your work), "Register" (Sign up with Grants.gov to apply using Workspace), "Apply" (Complete and submit your application using Workspace), and "Track" (Enter your Grants.gov tracking number(s) for submission status). At the bottom, there is a section for "Save Time & Apply Using" with an icon of a computer monitor, and a section for "Search for Opportunity Package" with a brief description: "If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package."

# Funding Opportunity Number

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**CIG:**

**ED-GRANTS-022323-002**

# Grants.gov Contact Center

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- ❑ 1-800-518-4726
- ❑ or [support@grants.gov](mailto:support@grants.gov)
- ❑ Hours of Operation:
  - ❑ 24 hours a day,
  - ❑ 7 days a week
- ❑ Closed on [federal holidays](#)





# QUESTION BREAK

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## *Frequently Asked Question:*

**Q: How early should I submit my application?**

A: You should start the application as soon as possible. You are required to obtain several credentials before uploading your application to Grants.gov. Obtaining these credentials (UEI and SAM) can sometimes take weeks. Begin the submission early in case it is missing something.

*Next Topic:*

Helpful Hints,  
Closing

# Helpful Hints

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- ❑ Funding Opportunity Number:
  - CIG: ED-GRANTS-022323-002
  - Grants.gov website: [www.grants.gov](http://www.grants.gov)
- ❑ Application Submission Deadline: April 24, 2023
- ❑ Register in Grants.gov EARLY
- ❑ Click on the “Check Package for Errors” button often
- ❑ Don’t use a lot of graphics, it will slow down the submission process



# Tentative Timeline For FY 2023 CIG Awards

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<b>Publication of Notice Inviting Applications</b>	<b>February 23, 2023</b>
Application Available	February 27, 2023
Application Closing Date	April 24, 2023
Award Grants	July 30, 2023*

\*estimated date of obligation

# QUESTIONS and ANSWERS

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- ❑ You may continue to submit questions through the chat function.



- ❑ Any unanswered Q&As will be sent out via the MEP State Listserv and posted to OESE.ED.GOV.
- ❑ Additional questions can be submitted by email to [Michael.Meltzer@ed.gov](mailto:Michael.Meltzer@ed.gov).

# Contact Information

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- **Michael Meltzer:** [Michael.Meltzer@ed.gov](mailto:Michael.Meltzer@ed.gov)  
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Thanks for your  
interest in our  
competition!

Webinar is finished.

