

National Center on School Infrastructure Technical Assistance Webinar Transcript
Wednesday, June 7, 2023

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Hello and welcome to the fiscal year, 2023 National Center on School Infrastructure, Grant, grant competition, pre-application technical assistance webinar. This webinar is designed to support applicants interested in applying for the National Center on School Infrastructure Grant Competition in fiscal year 2023.

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My name is Staci and I am the program manager for the National Center on School Infrastructure Program. Otherwise known as NCSI, if you have questions about the program or the fiscal year 2023 grant competition, you can reach us by emailing ese.school.infrastructure@ed.gov.

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This email is also on the slide both Leslie Poynter and Patrick Carr. My colleagues in the Office of Elementary and Secondary Education at the US Department of Education also support this program, but I am the primary point of contact. Before we get started, I want to review a few important reminders listed.

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First, you can now access and submit a NCSI application on grants.gov the application is also linked on this slide second, please note that the NCSI application will close on August 7, 2023 at 11:59:59 PM Eastern Time, All applications must.

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Be submitted in grants.gov prior to that time to be considered for funding. Finally, please note that this webinar is meant to be a resource for applicants as they complete the application in grants.gov neither this recording nor the slides, contain the full text of the notice inviting applications, otherwise known as the NIA.

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For the fiscal year, 2023 NCSI grant competition before applying interested applicants should thoroughly review the programs and IA published in the federal register, which is again linked on this slide, the NIA includes a complete listing of eligibility and application requirements, priorities definitions and selection criteria

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We will cover some of these topics in today's webinar, but we highly recommend that you review the NIA in its entirety.

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At the end of this webinar participants will have a better understanding of the fiscal year, 2023 application process for the sequent competition, additionally, participants will be able to identify the information required in the application and the application submission due date and review process over the course of this presentation. We'll provide

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Program overview and discuss the following program requirements, application requirements, accessing and completing the application in grant stack of, and some resources if you have questions at the end of this webinar, and after reviewing the NIA in the Federal Register, an application package and grants.gov please

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Email us at oeseschoolinfrastructure@ed.gov

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Let's jump right into an overview of the NCSI program where we'll discuss the background and purpose of NCSI Basic award information and the competition timeline.

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Local educational agencies or LEAs, especially high-need LEAs based ongoing challenges in ensuring that their school facilities provide safe healthy sustainable and equitable learning environments to address these challenges. The US Department of Education has developed two school infrastructure programs.

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Supporting America's school infrastructure or SASI grant and the one we are here to discuss today. The National Center on School Infrastructure or NCSI Grant the purpose of the NCSI program is to establish a national Center on School Infrastructure that will serve as a Clearinghouse of Resources for states and LEAS related to.

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And developing safe healthy sustainable and equitable public school infrastructure through infrastructure improvements and provide technical assistance to SASI grant to use and high-need LEAS seeking to leverage available resources to improve school facilities for all students eligible entities.

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Include resource organizations, institutions agencies, or consortia of such entities with the demonstrated ability to, or capacity to carry out the activities described in the NIA. Please note that these grant funds that this grant funds technical assistance to support LEAs in utilizing other

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State and federal funds for infrastructure improvements and to provide technical assistance to state entities. The NCSI grant does not provide direct funding for infrastructure or infrastructure improvements for more information on both NCSI and SASI. Please see the school.

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Infrastructure programs or SIP website located on this slide.

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This slide has information on what the Department expects for this award in the fiscal year 2023 to start the Department anticipates making an annual award of approximately two million to one grantee each year for the duration of the sixty-month or five-year performance period subject to the availability of fund.

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And grantee performance the Department intends to utilize a cooperative agreement when awarding funds as I mentioned a moment ago, eligible entities include research organizations, institutions agencies, or consortia of such entities with the demonstrated ability or capacity to carry out the activities described in the NIA. We're.

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Also gonna talk about some of those activities in today's webinar, an example of such an entity that may be eligible for the NCSI grant is an institution of higher education or a non-profit organization with expertise in school infrastructure or facilities. This program does not require cost sharing or matching.

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Please note that the Department is not bound by any of the estimates included in this presentation or in the NIA.

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All right, we are now going to discuss all of the steps in the application. Oh, sorry, we're going to discuss all the steps in the application and award process later in the application, but this slide provides a general timeline and major milestones for the fiscal year. 2023 NCSI competition.

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The competition was announced on June 2 when the notice inviting applications or NIA was published in the Federal Register. On June 5 applications became available in grants.gov. We're gonna talk more later about how to access those applications as I've mentioned applications are due on August 7 at 11:59.

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Eastern time, which is when the competition will close and the Department will begin its review process. This will happen in late August 2023. This process consists of creating peer reviewer panels, which will then review submitted applications. The Department will go through an internal approval process and congressional notification.

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In October and November of this year, and finally, we expect to announce awards in November or at the latest December of 2023.

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We're now going to discuss the program requirements for next year. Specifically, we'll review the absolute priority key program activities reporting and performance measures and some key definitions.

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Let's start with the absolute priority for the fiscal year. 2023 NCSI competition, Please note that we consider only applications that meet this priority and for any subsequent year in which we make awards from the list of unfunded applications from this competition, This priority is an absolute priority.

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The full absolute priority is included on this side to meet that priority. There are two key elements that must be included in an application. First applicants must propose to establish a national center on school infrastructure that will serve as a Clearinghouse of Resources for states and LEAs related to.

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And developing safe healthy equitable and sustainable school infrastructure. Second applicants must propose a project that includes providing TA to SASI grantees and high-need LEA- seeking to leverage available resources to improve public school infrastructure public school.

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Infrastructure or facilities for all students when I say TA, I mean, technical assistance, we'll discuss how to include the absolute priority in your application later in this webinar.

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To better understand what the NCSI grantee will do with awarded funds. We're going to review some key required activities. Please note that this slide has some of those key required activities, but not all of them to see a full list of program activities. See the NCSI NIA, which is linked on this slide. Again, this.

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Some of the key required activities that we're gonna highlight today, first, the next we grantee will develop and maintain a Clearinghouse website that will serve as a national repository of information, for example, the Clearinghouse may host resources on how to make school infrastructure or facilities, environmental.

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Sustainable or different methods of funding, school infrastructure, improvements, relatedly the NCSI grantee will consolidate and disseminate resources and best practices on school infrastructure, including

resources and best practices available across federal agencies. Not just the Department of Education as a mean.

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Providing technical assistance to all states and interested LEAS, in addition to ta- organ technical assistance that is universally available to states and LEAs the NCSI grantee will provide targeted ta to SASI state entity grantees regarding public school infrastructure and sustainability.

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Remember that SASI is the other school infrastructure program grant and the NCSI Grantee will be providing TA directly to the recipients of the SASI grant. The NCSI Grantee will also develop regular communication and collaboration with SASI State.

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Its grantees through mechanisms such as communities practice or professional learning groups, the grantees for SASI are state entities. We're gonna talk more about that in the definition section of this presentation. The next grantee will also gather organize and make available school infrastructure data to support.

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Federal policy making including through National Surveys and targeted and provide targeted TA-related to school infrastructure and sustainability to state and LEAS with demonstrated need in non-SASI states and that TA is as requested and resources permitting in summary, the required program acti.

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Generally fall into three buckets first. There's this universal technical assistance that is available to any state or LEA, for example, the Clearinghouse website and any national communications on the topics of school infrastructure facilities or infrastructure sustainability second, the.

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Grantee will provide targeted TA for SASI Grantees in high-need LEAS, for example, that's establishing regular communication with SASI grantees and providing targeted TA- two LEAs were demonstrated need as requested and third, the NCSI grantee.

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Will work on data and resource collection activities. Again, we recommend that perspective applicants review the NCSI NIA, for a full list of the required program activities.

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How performance will be measured and the NCSI reporting requirements, generally the NCSI grantee will report on the extent to which it provided services and products to a wide range of recipients as well as how many times it provided Direct TA to Staffy Grantees. I need LEAS and other states and LEAS ad.

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Will collect data on its efficacy from both SASI grantees and tiny LEAS in those states and other states in LEAS NCSI will collect the percentage of entities that report the following that NCSI resources were useful and applicable in their work as evidenced the TA- provided by the mix C- resulted in changes in.

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Policies or practices and satisfaction with the general quality usefulness and relevance of ta- provided by NCSI. The NCSI Grantee, this slide includes some of the performance measures which focus on the quality of the TA- provided.

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This slide includes the rest of the performance measures, most of which refer to how often the NCSI Grantee provides ta and to whom, for example, the NCSI grantee will annually report the number of times that it provides TA- two, a SASI grantee or high-need LA- in a SASI Grantee State and a non- SASI Grantee.

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State or LEA and a non-SASI grant tea state, seeking ta, additionally, the NCSI Grant will report the extent to which the NCSI provided services and products to a wide range of recipients again, all of the performance measures are included in the NIA and we recommend reviewing the NIA in its entirety.

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All right, the NIA also establishes definitions specific to the NCSI grant. We've already talked about a couple of those including state entities and high-need LEAS. We're going to highlight a few definitions in this webinar, but not all of them. we recommend utilizing the.

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To fully understand each term and its definition for the purposes of next C- this is important. The definitions are specific to NCSI. So please check the NIA, the following definitions apply to the fiscal year. 2023 grant competition and any subsequent year in which we make award.

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From the list of unfunded applications from this competition, first, a few definitions regarding the entities impacted by the SASI grant program for the purposes of NCSI state entity means an agency of the state other than the sea with authority or responsibility over public school.

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Facilities eligible entities for the SASI grant include state educational agencies and state entities, which means an agency of the state, other than the state educational agency or sea with authority or responsibility over public school facilities for more information.

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Information on the eligibility of the eligible entities for the SASI grant. We recommend reviewing the SASI NIA, which is linked to later in this presentation.

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There is a lot of overlap between NCSI and SASI. So again, we highly recommend that NCSI applicants also review the SASI, NIA, next is high need. La, this term will be defined by the applicants to the SASI program and again stands for supporting America.

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School infrastructure as part of that application. So this is some of that overlap. I'm talking about here. The SASI applicants will define high-need LEA for their state. The definition must include a measure of poverty and a measure of capacity to fund school facility improvements as applicable.

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Applicants may include in the definition secondary factors that impact the eligibility of an LEA or an individual school within an LEA to effectively make public school infrastructure improvements such as the documented condition of facilities or geographic isolation of the LEA or individual schools within an LEA.

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So in this way there is significant overlap between the definitions established in the NCSI and the safe NIAS, the NCSI NIA is linked on this slide and we link to the safe NIA later in this presentation, you can also find the links to both NIAS on the ZIP website.

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Next a few definitions to clarify what we mean when we talk about school infrastructure and sustainability for the purposes of the NCSI grant, the term public school infrastructure means school buildings, facilities and grounds, including the built and natural outdoor environment of a public elementary.

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School or secondary school that are necessary for an LEA to provide safe healthy sustainable and equitable learning environments for all students relatedly, public school infrastructure improvements means activities related to building acquiring, altering, remodeling, repairing, modernizing or extending a public.

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Public school facilities and that includes planning, design, financing maintenance and operations of public school infrastructure. So, again, these definitions are specific to NCSI and the NCSI program, we highly recommend that you review them as you can see for this public school infrastructure, it includes not only school buildings, but also Facilities

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and grounds, and the built a natural outdoor environment of public elementary and secondary schools and finally for the purposes of the NCSI program, sustainable means practices policies programs and systems. So that's very broad practices policies programs and systems.

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That do not deplete or permanently damage fiscal or environmental resources. Well, maintaining social wealth being.

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Next, we're going to review the NCSI application requirements, including the components of the application package, the selection criteria, an overview of the budget narrative and some considerations and other requirements.

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Slide includes a summary of the required application package components and some of the documents that may be submitted as part of those components. All of the different parts of the application package listed on this slide are required. Although not every element within each part is required, for example.

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Part six, other, the other attachment forms are required as part of the application in grants dot gov. However, the documents listed under part six, other attachment forms are examples and may not be required. The application package instruction.

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On grants.gov includes the requirements for each component and all of the forms are included within the package itself. Further instructions on how to complete these forms are found within the application instructions documents on grants.govof grants.gov that will also show you forms, which forms are mandatory for the application

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Which we're gonna talk about more later, we highly recommend that you utilize the application package instructions in grants.gov that includes, which forms our mandatory or required and the instructions for how to complete those forms.

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Please note that the SIP staff will screen every application for completeness and the presence of the required forms before the content is even reviewed. So please make sure to complete all of the required forms prior to submitting your application, if those required forms are not.

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The application will not be reviewed. It will be considered incomplete in the meantime, we are gonna focus our time today on discussing the application and budget narratives, so I'm not gonna focus on all of these standard forms today. We recommend that you utilize grants.gov, and the application package instructions.

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Understand how to fill out some of these required forms.

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There are multiple narrative forms that must be submitted as part of the application. There was the abstract narrative form, which should include the name and address of the applicant organization. the name, phone number and email address of the contact person for the project and the project title, if applicable it should also include goals.

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And expected outcomes of the project. The abstract narrative should not exceed one page. This is something like a cover sheet. So, it should be no more than one page and include some of the basic information about the organization about the applicant organization, the point of contact and the project.

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Then there is the budget narrative form and the application narrative, which is submitted under the project narrative form in grants.gov please note that the application narrative is where you, as the applicant will address how you meet the absolute priority, the selection criteria and other application requirements that were.

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That reviewers will use to evaluate your application. In other words, the application narrative should address in detail how the applicant meet the absolute priority, the selection criteria and other application requirements. We've already covered the absolute priority and we're gonna talk through the

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Selection criteria and application requirements shortly again, please make sure that your application narrative addresses in detail, how the applicant organization. You meet all of those requirements.

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We recommend that you include a table of contents for the application narrative and organize it by the selection criteria listed in the NIA more on that shortly, additionally, we recommend limiting the application narrative to no more than thirty pages. Please note that this does not include the table.

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Contents the budget section, the assurances and certifications, the abstract resumes, bibliography or other additional documents that are included as part of the other attachment form section. So this really just includes the application narrative, and again, we recommend no more than thirty pages Finally.

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The NIA includes suggested standards for the application narrative, including font and spacing. We recommend you check the NIA for some of those standards next we're going to discuss the different selection criteria, an application requirements that should be addressed in this application narrative. The first selection criteria we're going to discuss.

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Is the quality of the project? Design applicants may earn up to thirty points total under this criterion, there are three sub-criteria listed on this slide, along with the total possible point values for each criterion. Please note that reviewers will score at the sub-criteria level.

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For each selection criteria, so ensure that your application narrative addresses each of the sub-criteria going back to that application narrative and what it should include again, it should address the selection criteria, each sub-criteria within each selection criteria, as well as the.

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Application requirements and how the applicant needs the absolute priority. Okay, so for example, under the quality of project design criteria, which is on this slide applicant should address each of the three sub-criteria and ensure that their application describes the extent to which the design of the proposed project is.

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Is appropriate too and will successfully address the needs of the target population or other identified needs. The extent to which those conceptual frameworks underlying the proposed research or demonstration activities and the quality of the framework and so on. So I didn't go through each of the sub-criteria, but I really want to emphasize.

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That you need to that applicants will be scored on the sub-criteria level for each selection criteria. So please make sure you're paying attention to all of those sub-criteria. The next selection criterion on which applicants will be evaluated is the quality of project services applicants may earn up to thirty.

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Thirty- five points and must address each element and sub-criteria included in the NIA and listed on this slide. This criterion gives applicants the opportunity to describe the conceptual framework of the project, how it meets the needs of the target population and the extent to which feedback and improvements are inte.

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Into the project, reviewers will also assess for the quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants for members of groups that have been traditionally that have traditionally been underrepresented in thinking about the quality of the project services.

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We highly recommend reviewing the NIA for the SASI program since the NCSI Grantee will be providing TA directly to SASI Grantees as well as the high-need leas identified in SASI-states.

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Next is the quality of project personnel applicants may earn up to ten points under two sub-criteria was sub-criteria one reviewer will assess applicant staffing recruitment plans and the extent to which the project will solicit applications from historically underrepresented groups. sub- criteria

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Two gives evaluators a chance to assess the qualifications of key project personnel such as the project director and other persons responsible for coordinating project activities.

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Applicants must also address the quality of the management plan criterion, which will be reviewed and scored up to twenty points. This criterion gives applicants an opportunity to explicitly state their project goals and objectives and reiterate the reasoning behind choosing this particular approach to achieving these goals and object.

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Reviewers will assess procedures and mechanisms for ensuring continuous improvement and high-quality products and services among the other side- sub-criteria listed on this slide.

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The final criteria on centers on project evaluation here, application reviewers will consider the degree to which the applicant presents a plan for evaluating accomplishment of project objectives reviewers will assess the rationale behind evaluator selection, as well as the evaluation.

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And plan for actual data collection and analysis this election criteria as well as well as a competition rubric are available in the NCSI application package on grants.gov, which we've linked to in this slide. Again, we recommend that the applicants' organization

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Their application narrative by the selection criteria, I just went over, which is available in the NCSI competition application package on grants dot gov. It's also available in the NCSI NIA and please be sure that in your application, you are addressing the entirety of the selection criteria for each.

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One, so that includes all of the sub-criteria.

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In addition to addressing this election criteria, applicants must meet certain application requirements as I mentioned, previously, Department staff will screen each application for completeness, ensuring that each application meets the requirements that I'm about to discuss.

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Applicants must address these requirements in the application narrative and include evidence in the application as necessary. I'm gonna walk through these requirements, but we recommend again, that applicants reference the NIA for a full list of the application requirements for MIXI first, an applicant should describe how the.

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Will provide technical assistance and include a plan outlining those communications in the application.

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Second applicant should demonstrate their experience and, or their expertise and, or experience in areas that are relevant to the purpose of the grant. So, this includes research data resources, funding opportunities, and best practices related to school infrastructure and environmentally sustainable schools.

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Applicants should also include expertise in financial planning and management, specifically, we're asking for the breeding of funds for school infrastructure. Finally, applicants should demonstrate expertise or experience in resource allocation. This could include research data and best practices.

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On how to ensure equitable access to adequate school facilities that enable all students to succeed academically, the two bottom application requirements on this screen refer to the applicant's knowledge of training and capacity-building best practices skills. So I just spent a moment talking about how Apple.

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Part of the application requirements are demonstrating expertise and experience; we are also asking for applicants to describe the current research on capacity building and how it will inform the services provided to states to promote-sufficiency. Lastly, an applicant must demonstrate.

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In providing training and support to states LEAS schools and organizations providing TA or technical assistance is a core element of the NCSI grant and so we're asking for applicants to describe their demonstrated experience in training and support, as well as their understanding of the cur.

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Research on capacity building.

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This is the last line on application requirements again, I'm not going through each of them, so you will want to check the NIA for a full list of the application requirements that are in the NIA. The three requirements on this slide are all related to the proposed project plan for the duration of the.

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Sixty-month performance period through these requirements, applicants will present the, what why and the, how of the project, as well as how they will evaluate the implementation of the project. First, an applicant must present a service plan that includes at a minimum, some key elements. This is going back to some of the requirements we just discussed and.

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Element of the NCSI grant. So, for example, the service plan should include capacity-building services to be delivered through both universal technical assistance to states and Leas and targeted technical assistance to individual SASI grantees, as well as key personnel involved in the project and the intended outcome measures.

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This service plan is part of the, what and how of the project.

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The application should also include a logic model informed by research or evaluation findings that demonstrate a rationale explaining how the project is likely to improve or achieve relevant and expect it outcomes. This is part of the why and the how of the application.

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This slide includes all of the required elements of the logic model, which is intended to be the applicant's framework for what the project will accomplish. So, in other words, the why of the project and how the applicant intends to achieve those outcomes. Finally, the applicant must include a proposed evaluation plan that describes.

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The criteria for determining which milestones were met, which outputs were met recipient outcomes, short mid, and long term, were met, and capacity building services were implemented as intended the structure for each requirement that I just described the service plan logic model and evaluation plan.

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Is up to the applicant. As long as it includes the required information.

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Next up is the budget narrative.

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As part of the application, an applicant must submit a budget narrative, which fulfills the requirement of form edit five, twenty- four section C- budget narrative section, a- of the ad- five, twenty- four form is also required and breaks down the budget by category that's structured, like a table. Whereas this.

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Section C is the budget narrative.

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That the funds requested should match across the application, so that includes in the budget narrative section C- and in section a- of the ed- five, twenty- four form. So we highly recommend that you review all of the various elements of the application to ensure that the funds requested.

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Match, so that's the actual amounts and what they are being requested for the purpose of the budget narrative is for the applicant to provide a justification for how the requested money will be spent, including the proposed expenditure amounts for each budget item, it is the applicant's opportunity to really explain to reviewers.

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And Department staff how funds will be used and the relationship between the requested funds and project activities and outcomes Department staff will perform a cost analysis of each project to ensure that costs related to the activities and objectives of the project are reasonably allowable and allocable we may work with the applicant

115

00:35:51.360 --> 00:36:12.240

To delete or reduce costs during this review. So please keep that in mind. This slide includes three things that should be included when writing a budget narrative. Please note that the full instructions for the budget portion of the application are available on grants.gov first, A budget narrative must include an itemized budget breakdown and narrative

116

00:36:12.560 --> 00:36:25.720

For each year of the proposed project, it should also include the basis for estimated for the estimated cost of project expenditures including personnel, salaries and benefits, subcontractors, et cetera.

117

00:36:28.240 --> 00:36:46.320

And finally, as I mentioned the applicant should provide sufficient detail to really enable reviewers and Department staff to understand how requested funds will be used how much will be expended and the relationship between those funds and project activities and outcomes. So that's really your goal with the narrative.

118

00:36:48.720 --> 00:37:08.560

This slide includes a few considerations for applicants as they develop their budgets. So as a reminder in determining a budget applicant should consider if the costs are necessary to complete the project, if they are reasonable and they are allowable and this is per the uniform guidance, which is noted here on the slides, You can take.

119

00:37:09.280 --> 00:37:29.040

If you have questions the Department anticipates making an annual award each year for the duration of the sixty-month performance period, which is subject to the availability of funds and Grantee performance. The Department also intends to utilize a cooperative agreement with the NCSI Grantee and finally, I mentioned this earlier, but.

120

00:37:29.080 --> 00:37:32.080

This is a non-construction grant.

121

00:37:36.080 --> 00:37:54.000

This line has additional eligibility information that the applicant should be aware of, all of which can be found on pages. Twenty- four and twenty- five of the NCSI NIA linked on this slide first, this program does not work. Does not require cost sharing or matching nor does this program include any.

122

00:37:54.040 --> 00:38:14.480

Program-specific limitation on administrative expenses, a grantee under this competition may not award subgrants to entities to directly carry out project activities described in the application. So, again, a Grantee under this competition may not award subgrants, and finally this program us.

123

00:38:15.760 --> 00:38:19.080

Unrestricted indirect cost rate.

124

00:38:22.800 --> 00:38:40.720

That is it for the budget section as part of the application applicants must complete another attachment form, which is in grants.gov of, which is where you can attach one or more relevant documents, you can upload in multiple documents or a single pdf.

125

00:38:41.800 --> 00:38:52.880

We request that all documents are submitted as a single PDF. So again, if possible, please submit all of the other attachment form documents as a single PDF.

126

00:38:54.200 --> 00:39:14.640

Also, and this is if I really will, I really want to emphasize this. Please make sure that all substantive project-related information that you wish reviewers to consider is submitted to any application narrative and budget narrative sections and not any other attachments from the other attachments form is

127

00:39:15.560 --> 00:39:35.120

Where we will be reviewing for some of the core pieces of the application that I have that we've been discussing in this webinar. So please make sure all of that substantive project related information that you wish reviewers to consider is submitted in the application narrative and budget narrative sections example document.

128

00:39:35.760 --> 00:39:55.600

Want to include in this section are not limited to but may include resumes for the project director and other key personnel. A copy of your indirect cost rate agreement, if you are currently in possession of a negotiated indirect cost rate with the federal agency and references or bibliography.

129

00:40:02.000 --> 00:40:21.200

As part of the application, applicants must also complete the required assurances and certifications and grants.gov this includes the ED GEPA 427 Form, which relates to the General Education Provisions Act or ED GEPA requirements in GEPA 427 Form, this gives a form is.

130

00:40:21.840 --> 00:40:41.680

New, so we're going to spend some time reviewing it today. The General Education Provisions Act, or GEPA section, four, twenty- seven titled equity for students' teachers and other program beneficiaries was enacted as part of the Improving America's Schools Act of Nineteen ninety- four, its purposes to ensure equitable access to.

131

00:40:42.740 --> 00:41:03.220

In federally assisted programs for all beneficiaries, the six barriers highlighted in section four twenty- seven are gender race color, national origin, disability and age an applicant must determine and define at the outset and based on the design of their proposed.

132

00:41:03.340 --> 00:41:15.940

Project the participants and community, the project proposes to serve and local circumstances. What barriers may inhibit the full and effective participation of all who might benefit from the program.

133

00:41:18.580 --> 00:41:37.780

The section 427 standard form is required to be completed and submitted with an applicant's grant application package in grants.gov. Each text box allows four thousand characters. So ensure if copying over from another document that all contents copy properly, again, the text box are limited o.

134

00:41:38.180 --> 00:41:58.260

Four thousand characters. So if you're copying and pasting, please make sure that everything copies correctly applicants that have already undertaken steps to address barriers must provide an explanation or description of the steps already taken in response to each question as appropriate applicants that believe no barriers exist must.

135

00:41:58.340 --> 00:42:18.740

Provide an explanation or description to each question as appropriate, which confirms this position and satisfy satisfies GEPA section 427 requirements. One-page instructions are included in the application package for how to complete the GEPA 427 standard form, which is.

136

00:42:19.420 --> 00:42:39.220

There's a screenshot of it on this slide the notes on the form also outline additional details necessary for completing it. A copy of the form is included or some links to these resources are included later in the presentation and here are those links I was just mentioning. So, if you need addition.

137

00:42:40.220 --> 00:42:59.700

Completing the GAPA section of the application. The Department has some resources available, all of which are linked on this side and as we've mentioned the application package also has instructions. So if you utilize the application packaging grants.gov and download, it, you should be able to see the full instructions for the GAPA.

138

00:43:00.420 --> 00:43:02.780

427

139

00:43:04.180 --> 00:43:24.660

OK. we are almost at the end of this section. We are going to close with a few reminders regarding the application review process. So this is what happens after Applic one after applicants. Submit their application and the application closes on August seven in terms of next.

140

00:43:25.300 --> 00:43:45.140

Pure reviewers will read and score applications based on the selection criteria. We have discussed and is in the NIA support or program staff excuse me will also review applications for consistency with application requirements. We have discussed this in this webinar as well. So, again, please make.

141

00:43:45.780 --> 00:43:59.060

You are completing all of the required forms and addressing all of this election criteria and application requirements because all applications will be screened for completeness and consistency with those requirements.

142

00:44:00.900 --> 00:44:20.980

We also recommend that you review the forms in grants.gov, to ensure that all of the required information is included and it's in the appropriate place on each form again, detailed instructions for each of these forms is in grand stack of, and the application package, we also want to remind potential applicants that secretary may consider.

143

00:44:20.980 --> 00:44:41.460

Under thirty- four CFR seventy- five point, two, one, seventy- three, this past performance of the applicant and carrying out a previous award such as the applicant, use of funds. The secretary might also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable .

144

00:44:41.860 --> 00:44:57.380

quality, so it's just if your reminders for what will happen after you submit the application, if you go back to the timeline at the very beginning of this application that will give you a sense of when some of these steps will take place.

145

00:45:00.020 --> 00:45:11.300

All right now that, you know, more about the NCSI program and what is required in the application. We're gonna end this webinar with some information on how to access and complete that application in grants.gov.

146

00:45:12.820 --> 00:45:33.300

You've heard me say this many times so far, but grants.gov is where you will access and submit the application, and this is an electronic application on the grants.gov website. We've linked directly to the application package on grants.gov, on this slide. So, if you click.

147

00:45:33.940 --> 00:45:52.180

Hyperlink, it will take you directly to the NCSI competition where you can access the application forms and the application package, which has the instructions we've been talking about the screenshot on this slide is what to the login page of grants dot gov should look like

148

00:45:54.420 --> 00:46:14.900

How should you be using grants.gov as you go through the application process? So as I mentioned before grants.gov includes the instructions and requirements for each application form, which can be downloaded as a complete package as well, if you are new to grants.gov and want to refresher, we recommend reviewing the grants.govCUB submission procedures.

149

00:46:14.940 --> 00:46:36.660

Tips for applicants in that application package, there are also some resources for grands dot gov at the end of this presentation in the resources section, if you are new or like a refresher, you can download the application and work offline. So that's something to keep in mind you can download some of these forms and.

150

00:46:36.700 --> 00:46:57.140

Work on them and then re-upload them that being said, if you are going to download the application and work offline, you must download the correct version of Adobe in order to read any grants.gov application packages, now grants.gov does have a little banner on it that says specifically what.

151

00:46:57.260 --> 00:47:07.860

Version of Adobe. So if you're having issues reading the application package or some of the documents, please make sure that you've got that correct version of Adobe downloaded.

152

00:47:09.300 --> 00:47:29.780

Once an application is submitted applicant should receive a confirmation email with a time and a date stamp, so we recommend that you confirm that the application is submitted using that confirmation email as well as we're gonna show you in a minute.

153

00:47:31.420 --> 00:47:46.460

Grants.gov has a tool to track your application. Okay, so a few, very important reminders regarding grants.gov of if you are working in the site, please make sure that you are saving often, so.

154

00:47:47.780 --> 00:48:08.180

If you are working online in grants.gov ensure that you are saving, often, we don't want anything to get lost. Please make sure that you are including all the required forms and any attachments that you would like to upload as part of the application. Please submit all documents as PDF files, and again, we.

155

00:48:08.220 --> 00:48:15.500

Request that in the other attachment section, you were submitting one single PDF with all of the various documents.

156

00:48:17.140 --> 00:48:37.620

Once the application is complete, the save and submit button becomes active. I cannot say this enough, please make sure to save constantly, and then submit once you are ready, but note that you cannot unsubmit an application, so once it's submitted, that's it, you cannot unsubmit it. You can, however.

157

00:48:38.260 --> 00:48:58.100

The application at any time prior to the close of the application, if a correction is needed, for example, let's say you complete the application today, you submit it, you realize tomorrow that there is an issue you can correct it and resubmit it in grants.gov you cannot, however, unsubmit.

158

00:48:58.340 --> 00:49:05.620

The application and we recommend that you save a copy of your application when it is complete.

159

00:49:08.340 --> 00:49:27.540

Okay, so in terms of grants.gov it is critical that you go through the grants.gov of registration process. The first step is ensuring that your organization has a unique entity ID or UEI, and that UEI is registered in the system for awards management or Sam.

160

00:49:28.860 --> 00:49:48.020

In order to submit your application, you must have a UI if your organization is currently registered in sam.gov of with either an active or inactive registration, you have already been assigned to UEI and you can view that UEI, in your entities registration record in SAM.

161

00:49:49.300 --> 00:50:08.500

Once you have confirmed that your organization has a registered UI, create an applicant user account in grants.gov of an ad, your organization profile to your applicant user account, please note that the complete grants.gov registration process takes up to four weeks to complete. So we.

162

00:50:08.540 --> 00:50:28.980

Highly recommend that you start this process as soon as possible if you intend to apply, you do not need to register with grants.gov if you are only trying to find grant opportunities or download application packages, but if you intend to apply and submit an application, you must go through this.

163

00:50:29.620 --> 00:50:48.820

registration process, which includes making sure that your organization has a UEI and that you have re- you have a registered user account in grants.gov, and again, this entire process can take weeks to complete. So we recommend that you started as, as soon as possible.

164

00:50:52.280 --> 00:51:10.840

To support your organization as you work on the application grant stock, gov has a tool called Workspace. Workspace is Grants.gov, a shared online environment to collaborative collaboratively complete and submit federal grant applications, which consist of step-by-step explanations of particular.

165

00:51:11.680 --> 00:51:31.320

Tests to help you get started using grants.gov of. So again, you can check out Workspace to get started, which will start you on the path to creating an account in grants.gov of and getting a UEI in Sam dot com workspace also allows for.

166

00:51:31.360 --> 00:51:45.960

Different members of your team to access and complete different forms at the same time, you can also complete forms online and re-upload them when you have connectivity more information about workspace can be found in the resources links at the end of this presentation.

167

00:51:48.600 --> 00:52:07.800

As a reminder grants.gov grants.gov gov, it includes a downloadable version of the application package with instructions for each form. Grant stuck up also shows you, which forms are mandatory and which are optional. You can see that in the screenshot on this slide, the screenshot has, which are mandatory.

168

00:52:08.160 --> 00:52:28.160

For an application package on the left side and the one optional form for the NCSI application, which is the SFL form or disclosure of lobbying activities. This form is required if your organization has conducted lobbying activities or performed actions to influence the outcome of legislation.

169

00:52:28.280 --> 00:52:30.760

Or a covered federal action.

170

00:52:32.120 --> 00:52:52.600

Again, the left side of the screen shows you the mandatory forms, if you click on those, the forms will open up in your browser for you. Also if you see them, on the top right-hand side, you will see a little gray button that says download instructions. That is how you download the application package instructions that I have.

171

00:52:52.760 --> 00:52:56.320

Been talking nonstop about in this webinar.

172

00:52:59.640 --> 00:53:18.080

Before we wrap up, I want to emphasize the importance of registering and grants.gov and sam.gov as early as possible again, if you intend to apply, we recommend that you start those processes as soon as possible additionally, we recommend submitting the application early.

173

00:53:18.280 --> 00:53:39.320

And what that means is we would like you to leave enough time. In other words, a few days to address any issues that may arise with grants.gov up submission. So in the event that you submit the application and you realize that it was not submitted correctly, you want a little bit of time to either resubmit or make any changes.

174

00:53:41.280 --> 00:53:59.800

K of assigns each application and agency tracking number, which you can use to track where your application is in the submittal process. We've linked to that tracking page on this slide, you will get an application tracking number later in the process as you're working through the application.

175

00:54:01.080 --> 00:54:20.280

To verify if your application has been submitted, you can log into grants, dot gov and confirm that the application status says validated. so you want to make sure that you get that little, you have that little note that says validated to confirm that your application status or your application has been submitted.

176

00:54:20.640 --> 00:54:26.320

The applicant should also receive a confirmation email, once the application is submitted.

177

00:54:28.600 --> 00:54:31.760

We are now going to wrap up with some resources.

178

00:54:33.720 --> 00:54:54.200

If you are experiencing technical difficulties with grants dot gov, there is a customer support phone line and email, both of which are on this slide. So that's the 1-800 number and the email is support@grants.gov. You can also access the same self-help webpage, which has

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00:54:55.000 --> 00:55:14.680

Different articles on issues that you may experience, we do want to note that the grants.gov customer support line is not open on the weekends. So, this is another reason we recommend submitting your application a few days early in the event of last-minute issues with grants.gov

180

00:55:14.840 --> 00:55:36.440

You will not be able to reach customer support over the weekend, and if I remember correctly, I think August seven is a Monday, so we recommend submitting the application the week before, to give yourself some time. This slide also links to a grants.gov video series, which.

181

00:55:36.520 --> 00:55:48.440

Discusses the grant application package and how to use grants.gov and finally the NCSI Grant application package also has the submission instructions and some tips.

182

00:55:51.160 --> 00:56:10.360

This slide has some reminders and information that applicants should be aware of before we close out of this webinar today. If your organization intends to apply, please email us at OESE dot school dot infrastructure at ED dot gov. This is also on the slide this notification is not.

183

00:56:11.720 --> 00:56:30.840

Preferred, so we can better prepare to review applications in terms of timeline, the application will close on August 7 at 11:59:59 ET, so applications must be submitted in grants.gov, you must have received a confirmation email and see the validated.

184

00:56:31.480 --> 00:56:51.320

Note in grants.gov of by August 7, 11:59 ET. We expect to make the award announcements and award funds in November or December of 2023 after that. we'll likely in the winter of 2024. We will hold a post-award webinar for the grant.

185

00:56:54.520 --> 00:57:11.800

And this is our last slide today. It includes some resources on NCSI at links to the NCSI website, if you back out of that website, you'll be on the school infrastructure program or SIP website, which also links to SASI and the SASI NIA, which, we refer to.

186

00:57:11.800 --> 00:57:32.280

Earlier today, the NCSI NIA is also linked on this side. We highly recommend that you review the NIA and its entirety before developing your application and finally, if you have any questions that were not answered today with today's webinar or with the NIA or the NCSI website, please.

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00:57:32.360 --> 00:57:41.720

Do not hesitate to email us at oes.school.infrastructure@ed.gov. Thank you and good luck.