U.S. Department of Education
Office of Elementary and Secondary Education
Office of School Support and Accountability
Washington, D.C. 20202-6200

Fiscal Year 2024

Application for New Grants Under
the Competitive Grants for State Assessment Program

Assistance Listing Number (ALN) 84.368A

Dated Material - Open Immediately
Closing Date: May 22, 2024

Funding Opportunity Number: ED-GRANTS- 030824-003

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Paperwork Burden Statement

According to the Paperwork reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is: **1894-0006**. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, searching existing data resources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov. Please do not return completed applications to this address.

If you have comments or concerns regarding the status of your individual submission of this application, please contact: ESEA.Assessment@ed.gov

Donald Peasley
ESEA.Assessment@ed.gov
Competitive Grants for State Assessment Program
U.S. Department of Education
400 Maryland Avenue, SW, 4B113
Washington, DC 20202-6200
[Note: Please do not return the completed application to this address.]

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UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION

Dear Colleague:

Thank you for your interest in the Competitive Grants for State Assessments (CGSA) program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education (Department). This document includes information for applicants seeking funding for new grant projects in fiscal year 2024 under the CGSA, authorized under section 1203(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The purpose of the CGSA program is to support States' efforts to improve the technical quality of their assessment systems—both the quality of individual State assessments and the overall field of State assessments.

Please take the time to review the applicable priorities, selection criteria, and all the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all the procedural rules that govern the submission of the application or the application does not contain the information required under the program (34 CFR § 75.216 (b) and (c)).

If you are new to or would like a refresher on applying for a grant at the Department, please review our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs. Please note that these Common Instructions supersede the version published on December 27, 2021.

To apply for this competition please use the government-wide website, http://www.grants.gov. We encourage that early in the process of compiling an application for submission you familiarize yourself with Grants.gov and register or identify who has access to your entity's registration within your entity and become a user or clarify roles for submitting applications using grants.gov. We recommend that you submit early. To submit successfully, you must have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN); be registered in the System for Award Management (SAM.gov), the Government's primary registrant database; provide your UEI number and TIN on your application; and maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period. Entities that are not registered in SAM.gov will be assigned a UEI when they register.

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

The Department expects to award at least$18,993,245 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 48 months. Grants are expected to be awarded in September 2024.

Please visit our program website at https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/competitive-grants-for-state-assessments/ for further information. The program website includes helpful information, frequently asked questions, dates of future webinars or workshops, and clarifications. If you have any technical questions about the program after reviewing the application package, please contact Donald Peasley via e-mail at ESEA.Assessment@ed.gov.

Sincerely,

Patrick Rooney
Director, School Support and Accountability

I. Program Background Information

Program Overview

The purpose of the Competitive Grants for State Assessments (CGSA) program is to support States' efforts to improve the technical quality of their assessment systems—both the quality of individual State assessments and the overall field of State assessments. The State assessments required under Title I, Part A of the ESEA provide comparable, statewide information for all public school students in the State and how well schools are doing to help students meet the State's academic content standards. The statewide assessments are also a fundamental component of each State's accountability system and a primary measure of State success in meeting the goals of the ESEA. In view of the critical importance of these State assessments, section 1201 of the ESEA provides formula grants to all State educational agencies (SEAs) for developing and administering their State assessments. Section 1203 of the ESEA authorizes the Secretary to make competitive grant awards to SEAs to help them enhance the quality of assessment and accountability systems.

Note About Award Size

The Department will not make an award for less than the amount specified in section 1203(b)(1)(C) of the ESEA. That is, the minimum award a State may receive is proportional to the State's proportion of the school-age children across all States. As noted in the Notice Inviting Applications (NIA), Congress appropriated $20,900,000 for FY 2023. Of this amount, $1,906,755 was designated to fully fund an FY 2022 CGSA award and for FY 2024 CGSA competition expenses. Therefore, the total amount of funding available in this competition is at least $18,993,245.

To guide an SEA's planning for this competition, the table below provides the minimum award sizes, based on the available FY 2023 appropriations (i.e., $18,993,245) and FY 2023 SEA school-age child counts.

State	ALABAMA	ALASKA	ARIZONA	ARKANSAS
Minimum Amount	$287,099	$45,348	$417,402	$180,639
State	CALIFORNIA	COLORADO	CONNECTICUT	DELAWARE
Minimum Amount	$2,229,728	$316,915	$192,069	$53,962
State	DISTRICT OF COLUMBIA	FLORIDA	GEORGIA	HAWAII
Minimum Amount	$29,846	$1,115,010	$656,717	$76,113
State	IDAHO	ILLINOIS	INDIANA	IOWA
Minimum Amount	$350,330	$890,955	$607,136	$412,110
State	KANSAS	KENTUCKY	LOUISIANA	MAINE
Minimum Amount	$406,009	$474,859	$491,755	$302,237
State	MARYLAND	MASSACHUSETTS	MICHIGAN	MINNESOTA
Minimum Amount	$551,605	$556,233	$738,613	$545,353
State	MISSISSIPPI	MISSOURI	MONTANA	NEBRASKA
Minimum Amount	$405,323	$560,696	$297,498	$353,202
State	NEVADA	NEW HAMPSHIRE	NEW JERSEY	NEW MEXICO
Minimum Amount	$405,782	$303,896	$692,198	$355,559
State	NEW YORK	NORTH CAROLINA	NORTH DAKOTA	OHIO
Minimum Amount	$1,152,732	$780,236	$284,491	$838,520
State	OKLAHOMA	OREGON	PENNSYLVANIA	RHODE ISLAND
Minimum Amount	$464,816	$445,797	$853,468	$290,656
State	SOUTH CAROLINA	SOUTH DAKOTA	TENNESSEE	TEXAS

Minimum Amount	$504,773	$293,789	$592,931	$1,968,818
State	UTAH	VERMONT	VIRGINIA	WASHINGTON
Minimum Amount	$504,773	$293,789	$592,931	$1,968,818
State	WEST VIRGINIA	WISCONSIN	WYOMING	PUERTO RICO
Minimum Amount	$327,585	$538,101	$275,263	$382,010

Application Requirements and Priorities

There are application requirements for this FY 2024 grant competition and any subsequent year in which awards are made from the list of unfunded applications from this competition. Grant competitions may include "Absolute Priorities," which must be clearly met in order for an application to be considered, and also "Competitive Preference" or "Invitational Priorities," which are not required to be met but may increase the likelihood of receiving an award.

To read a list of Absolute Priorities and Invitational Priorities for this grant competition, please reference the Notice Inviting Applications (NIA) for this competition on the Federal Register.

See https://www.federalregister.gov/d/2024-04972 to access the NIA for this competition.

Applicant Guide

Applications are entered into the Grants.gov system; applications submitted via email will not be accepted. For more information, including how to submit a paper application in cases in which electronic submission is not possible, please read the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs.

A completed application will include a program narrative. The program narrative is the section of the application that directly responds to the selection criteria. The program narrative should follow the order of the selection criteria. Applicants should describe, in detail, activities planned for each of the funding periods of the grant. The program office suggests that applicants limit the program narrative to 65 pages. Narrative attachments must be submitted as files in a read-only, flattened Portable Document Format (PDF) or as a Microsoft Word document. If applicants upload a different file type or submit a password-protected file, we will not review that material. A minimum of three peer reviewers will evaluate each proposal. Reviewers will be asked to review the applicants' responses to each criterion and score each of their assigned proposals. Not responding to a specific criterion could negatively affect the score.

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

See https://www.federalregister.gov/d/2024-04972 to access the NIA for this competition.

Selection Criteria

The selection criteria for this competition are from 34 CFR 75.210. The maximum score for all the selection criteria and the maximum possible score for addressing each selection criterion (indicated in parentheses) is detailed in the Notice Inviting Applications for this grant competition. Each criterion also includes the factors

that reviewers will consider in determining the extent to which an applicant meets the criterion. The selection criteria for this competition can be found in the Notice Inviting Applications for this grant competition.

See https://www.federalregister.gov/d/2024-04972 to access the NIA for this competition.

Program Authority: Section 1203(b)(1) of the ESEA (20 U.S.C. 6363(b)(1))

Definitions

Definitions for this program are from ECA, CFR, and the Secretary's Supplemental Priorities. These definitions apply to the FY 2024 grant competition and any subsequent year in which we make awards from the list of unfunded applications from this competition. Definitions can be found in the Notice Inviting Applications for this grant competition.

See https://www.federalregister.gov/d/2024-04972 to access the NIA for this competition.

Technical Assistance Workshops for Prospective Applicants

One technical assistance webinar for prospective applicants is scheduled. When possible, information from and recordings of the session will be posted on the program website. The date and time for the webinar is:
March 20, 2024, from 2:00 pm to 3:30 pm Eastern Time
- Please contact Donald Peasley at ESEA.Assessment@ed.gov by 12:00 p.m. on March 20, 2024, to receive specific information regarding access to the Applicant Webinar.
- The webinar will be recorded, and a copy of the slide deck and link to the recorded webinar will be posted on the CGSA Resources page at: https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/competitive-grants-for-state-assessments/resources/.

II. Application Submission Procedures

The deadline for submission of Competitive Grants for State Assessment Program applications through Grants.gov is 11:59:59 PM EST on May 22, 2024.

Notice of Intent to Apply

We are better able to develop a more efficient process for reviewing grant applications if we have a better understanding of the number of applicants that intend to apply for funding under this competition. Therefore, while not required, we strongly encourage each potential applicant to notify us of the applicant's intent to submit an application for funding. This notification should be brief, identify the SEA applicant and, if applicable, the SEA that it will designate as the fiscal agent for an award (e.g., in the case of consortia applicants) by April 8, 2024. Submit this notification by email to ESEA.Assessment@ed.gov with "Intent to Apply" in the email subject line.

Application Transmittal Instructions

Attention Electronic Applicants: This program **requires** the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. Please note that you **must** follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on December 7, 2022 (87 FR 75045) and available at https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs, which contain requirements and information on how to submit an application.

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

Helpful Reminders

1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov), which usually takes approximately 7 to 10 business days, but can take longer, depending on the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: https://www.grants.gov/register [Note: Your organization will need to update its SAM registration annually.]

   Information about SAM is available at www.SAM.gov. To further assist you with registering in SAM or updating your existing SAM registration, see the Quick Start Guide for Grant Registrations and the Entity Registration Video at https://sam.gov/content/entity-registration.

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

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

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

   If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application

is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: https://www.grants.gov/applicants/encountering-error-messages. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: https://www.grants.gov/applicants/adobe-software-compatibility. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

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

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the UEI number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to https://www.grants.gov/support, or access the Grants.gov user guide at: https://apply07.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: https://www.grants.gov/applicants/applicant-faqs.

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

- Ensure that you attach *.**PDF files only** or Microsoft Word files for any attachments to your application, and any PDFs must be in a **read-only, flattened format** (meaning any fillable documents must be saved and submitted as non-fillable PDF files). PDF files and Microsoft Word files are the only Education approved file type accepted as detailed in the common instructions. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications

submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

Electronic Application Submission Checklist

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

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

Part 1: Preliminary Documents
❑ Application for Federal Assistance (Form SF 424) – ***Note: must complete this form first***
❑ ED Supplemental Information for SF 424

Part 2: Budget Information
❑ ED Budget Information Non-Construction Programs (ED Form 524)

Part 3: ED Abstract Form
❑ Project Abstract

Part 4: Project Narrative Attachment Form
❑ Application Narrative

Part 5: Budget Narrative Attachment Form
❑ Budget Narrative

Part 6: Other Attachments Form
❑ Individual Resumes for Project Directors & Key Personnel
❑ Copy of Indirect Cost Rate Agreement
❑ Letters of Support
❑ References/Bibliography

Part 7: Assurances and Certifications
❑ Disclosure of Lobbying Activities (Standard Form LLL)
❑ Grants.Gov Lobbying Form – "Certification Regarding Lobbying" (ED 80-013 Form)
❑ General Education Provisions Act (GEPA) Requirements – Section 427
   (ED GEPA427 form)
❑ MOU/MOA or Consortium Agreement Documentation; all group applicants

Part 8: Intergovernmental Review (Executive Order 12372)
❑ Not applicable

Part 1: Preliminary Documents

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

❑ **ED Supplemental Information for SF 424**

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address, Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN).

When applying electronically via Grants.gov, you will need to ensure that the UEI numbers you enter on your application is the same as the UEI number your organization used when it registered with the System for Award Management (SAM).

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

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

> **INSTRUCTIONS FOR THE SF-424**
>
> The instructions for the SF-424 can be downloaded as a PDF **at this link.**
>
> The SF-424 form itself can be downloaded as a fillable PDF form **at this link**.
>
> The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.
>
> **US Department of Education note**: the funding opportunity number (FON) discussed in Block 12 of the SF-424 instructions will be pre-populated if applicant is using grants.gov to complete the form. Otherwise, the FON can be found on the cover page of this application document.

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

The Instructions for the supplemental SF-424 can be downloaded as a PDF **at this link.**

The supplemental SF-424 form itself can be downloaded as a fillable PDF form **at this link.**.

Part 2: Budget Information

The ED 524 form (and related instructions) for budget information can be found as a PDF **at this link**, and also as a Microsoft Word document **at this link.**

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for each year of the project and the total column in order to be considered for Federal funding. Specific instructions for completing the budget form can be found at the link above.

Part 3: ED Abstract Form

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

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice. Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

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

❑   **Project Abstract**

The project abstract should not exceed **two** double spaced pages and should include a concise description of the following information:

- Project objectives and activities
- Proposed project outcomes
- Number of participants to be served
- Number and location of proposed sites
- How the absolute priorities are addressed by the project
- If applicable, how any invitational priorities are being addressed by the project

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

Part 4: Project Narrative Attachment Form

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

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

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

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

❑ **Application Narrative**
The application narrative responds to the selection criteria found in this application package and should follow the order of the selection criteria.

We encourage applicants to limit this section of the application to the equivalent of no more than 65 pages and adhere to the following guidelines:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

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

Selection Criteria for Program Narrative
The selection criteria for this competition are from 34 CFR 75.210. Each criterion includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion. The selection criteria for this competition can be found in the Notice Inviting Applications for this grant competition.

See https://www.federalregister.gov/d/2024-04972 to access the NIA for this competition.

Part 5: Budget Narrative

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

Ensure that you only attach the Education approved file types detailed in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022 (87 FR 75045) and available at https://www.federalregister.gov/documents/2022/12/07/2022-26554/common-instructions-for-applicants-to-department-of-education-discretionary-grant-programs. *Also, do not upload any password-protected files to your application.*

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

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

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

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

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

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

The Uniform Guidance may be found at the following link:
https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200

Suggested Guidelines for the Budget Narrative

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

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

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

3. Travel
- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

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

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

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

7. Construction
Not applicable to this program.

8. Other

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

9. Total Direct Costs

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

10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant).
- Note: remember to provide a copy of the most recent approved indirect cost agreement in the Other Attachments form section of the application (see https://www2.ed.gov/about/offices/list/ocfo/intro.html).

11. Training Stipends

- Not applicable.

12. Total Costs

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

Part 6: Other Attachment Form

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

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

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

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

❑ **Individual Resumes for Project Directors and Key Personnel**: Provide brief resumes or job descriptions that describe personnel qualifications for the responsibilities they will carry out under the project.

❑ **Copy of Indirect Cost Rate Agreement**

❑ **References/Bibliography**

❑ **Executive Order 12372 Transmittal Letter**, if applicable

Part 7: Assurances and Certifications

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

❑ **Disclosure of Lobbying Activities (SF LLL Form)**

❑ **Grants.Gov Lobbying Form – "Certification Regarding Lobbying" (ED 80-013 Form)**

❑ **General Education Provisions Act (GEPA) Requirements – Section 427**

❑ **MOU/MOA or Consortium Agreement**

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

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

    (b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

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

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

All applicants for new awards **must** include information in their applications to address this provision in order to receive funding under this program.

Section 427 **requires** each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

A general statement of an applicant's nondiscriminatory hiring policy is **not** sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Please review the Notice to all Applicants (included in the electronic application package in Grants.gov) for further information on meeting the provisions in the Department of Education's General Education Provisions Act (GEPA).

Applicants are **required** to address this provision by attaching a statement (not to exceed three pages) to the **ED GEPA 427 form** that is included in the electronic application package in Grants.gov.

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

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

III. Reporting and Accountability

Successful Applicants with multi-year grants must submit an **annual performance report** demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.

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

Government Performance and Results Act (GPRA) Measures

Under the Government Performance and Results Act (GPRA), the following performance indicators have been established to evaluate the overall effectiveness of the Competitive Grants for State Assessment Program. The GPRA Indicators can be found in the Notice Inviting Applications for this program.

(1) The percentage of grantees, for each grant cycle, that demonstrate significant progress towards improving, developing, or implementing a new model for measuring the achievement or growth of students.

(2) The percentage of grantees, for each grant cycle, that demonstrate collaboration with institutions of higher education, other research institutions, or other organizations to develop or improve state assessments.

(3) The percentage of grantees that, at least three times during the period of their grants, make available to SEA staff in non-participating States and to assessment researchers information on findings resulting from the Competitive Grants for State Assessments program through presentations at national conferences, publications in refereed journals, or other products disseminated to the assessment community.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

IV. Legal and Regulatory Information

Notice Inviting Applications

See https://www.federalregister.gov/d/2024-04972 to access the NIA for this competition.

Program Statute

https://www.govinfo.gov/content/pkg/COMPS-748/pdf/COMPS-748.pdf

Pages 107-108

ESEA (20 U.S.C.6363) TITLE I PART B SECTION 1203