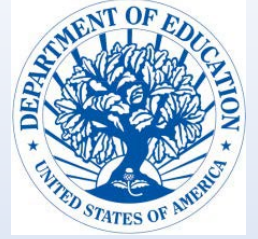# Nita M. Lowey 21st Century Community Learning Centers National Technical Assistance Center (NTAC) FY23 Competition

April 2023
Office of School Support and Accountability
Office of Elementary and Secondary Education
U.S. Department of Education

Reminders

Please keep your line muted to help reduce any background noise.

Please use the chat feature to share any questions.

Introductions

La' Shawndra Scroggins, Group Leader, 21st Century Community Learning Centers
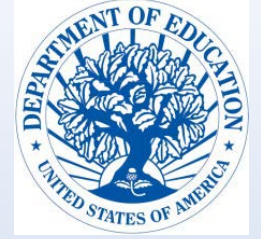
Julie Coplin, Program Officer, 21st Century Community Learning Centers and NTAC Competition Manager

Post-Presentation Assistance

A copy of the pre-application slides will be posted on the NTAC program website. You can also email 21stCCLC@ed.gov with any questions or to request a copy of the slides presented today.

Questions

- Time has been allotted for Q&A. Questions can be submitted via the chat function.
- Only submit questions relevant to the topic being addressed by the presenter.
- Any questions not answered during the webinar may also be submitted to: 21stCCLC@ed.gov.
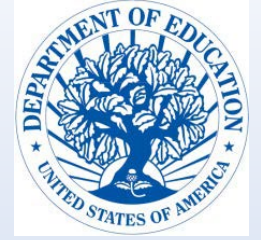
Questions
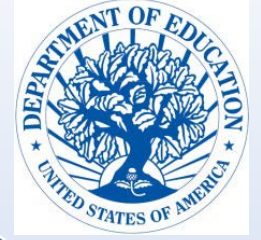
What Can be Discussed

- Content of the NTAC Notice Inviting Applications (NIA)
- Competition timeline
- Application process
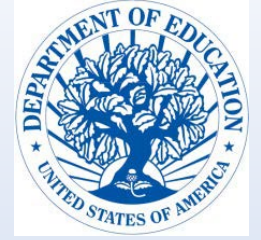
What Cannot be Discussed

- Eligibility of a specific entity
- The competitiveness of a specific entity or project design
- Substantive explanations of specific items in the NTAC application beyond what is included in the *Federal Register*
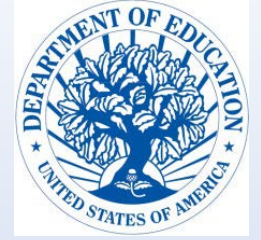
Agenda

- Purpose and Legislation
- Eligibility
- Absolute Priority
- Competitive Priorities
- **Questions & Answers**
- Application Requirements
- Program Requirements
- **Questions & Answers**
- Selection Criteria
- Budget
- **Questions & Answers**
- Application Submission
- Timeline
- **Questions & Answers**

21st CCLC Technical Assistance

Under section 4202(a)(2) of the ESEA, the U.S. Department of Education reserves 21st CCLC funds for national activities, including to provide technical assistance to 21st CCLC grantees and subgrantees.
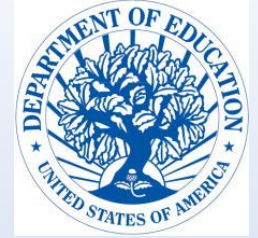
Overview

The purpose of this discretionary grant is to create the 21st CCLC NTAC, which will support State educational agencies (SEAs) and their subgrantees that operate 21st CCLC programs.

Through this NIA, the Department will award **one** grant through a cooperative agreement.

Eligibility

Eligible Applicants: Research organizations.

2. a. Cost Sharing or Matching: This competition does not require cost sharing or matching.

b. Indirect Cost Rate Information: This program uses an unrestricted indirect cost rate. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see www2.ed.gov/about/offices/list/ocfo/intro.html.

c. Administrative Cost Limitation: This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles described in 2 CFR part 200 subpart E of the Uniform Guidance.

3. Subgrantees: A grantee under this competition may not award subgrants to entities to directly carry out project activities described in its application.

Absolute Priority: Building Capacity in 21st CCLC Programs

The 21st CCLC NTAC must provide high-quality, universal and targeted capacity-building services to SEAs and 21st CCLC subgrantees to address common implementation challenges facing SEAs and 21st CCLC subgrantees and emerging trends in out-of-school time settings.

Absolute Priority: Building Capacity in 21st CCLC Programs

The initial set of proposed activities must focus on:

- Students' academic and mental health needs and alignment with the traditional school day (e.g., literacy, math, overall well-being);
- Academic recovery (e.g., acceleration, high-dosage tutoring);
- STEM activities;
- Providing 21st CCLC programming in rural areas;
- Improving attendance and student engagement of middle and high school students;
- Re-engagement of disengaged youth;

Absolute Priority: Building Capacity in 21st CCLC Programs

- Implementation and evaluation of 21st CCLC programs;
- Supporting multilingual learners;
- Financial literacy;
- Supporting discretionary grants funded with 21st CCLC funds, including the Department's four current 21st CCLC Out-of-School Time Career Pathways grants; and
- Any other priority areas mutually identified by the grantee and the Department through annual service plans.

Eligibility and Absolute Priority

Please note that applicants not meeting the absolute priority will be deemed ineligible. Applicants will not be notified of their eligibility until the conclusion of the peer review process.

Competitive Preference Priorities

Competitive Preference Priority 1: Addressing the Impact of COVID–19 on Students, Educators, and Faculty (Up to 5 points)

Projects that are designed to address the impacts of the COVID-19 pandemic, including impacts that extend beyond the duration of the pandemic itself, on the students most impacted by the pandemic, with a focus on underserved students and the educators who serve them, both priority areas:

(a) Providing resources and supports to meet the basic, fundamental, health and safety needs of students and educators.

(b) Addressing students' social, emotional, mental health, and academic needs through approaches that are inclusive with regard to race, ethnicity, culture, language, and disability status.

Competitive Preference Priority 2: Promoting Equity in Student Access to Educational Resources and Opportunities (Up to 5 points)

Projects that are designed to promote educational equity and adequacy in student access to educational resources and opportunities for underserved students:

(a) In out-of-school-time settings; and

(b) That examine the sources of inequity and inadequacy and implement responses, by increasing student racial or socioeconomic diversity through developing evidence related to, or providing technical assistance on, evidence-based policies or strategies designed to increase inclusivity with regard to race, ethnicity, culture, language, and disability status.

Competitive Preference Priority 3: Meeting Student Social, Emotional, and Academic Needs (Up to 5 points)

Projects that are designed to improve students' social, emotional, academic, and career development, with a focus on underserved students, through both of the following priority areas:

(a) Providing multi-tiered systems of supports that address learning barriers both in and out of the classroom, that enable healthy development and respond to students' needs and which may include evidence-based trauma-informed practices and professional development for educators on avoiding deficit-based approaches.

(b) Preparing educators to implement project-based or experiential learning opportunities for students to strengthen their metacognitive skills, self-direction, self-efficacy, competency, or motivation, including through instruction that: Connects to students' prior knowledge and experience; provides rich, engaging, complex, and motivating tasks; and offers opportunities for collaborative learning.

Q&A

Please submit questions via the chat feature
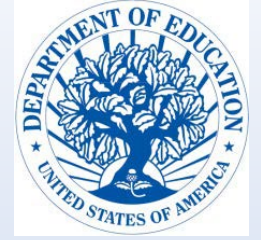
Application and Program Requirements

Application Requirements

(1) Explain how the grantee's program design will create high-quality technical assistance for SEAs and 21st CCLC subgrantees in their work with targeted student populations and how the grantee will develop and implement a continuous improvement cycle to support the work.

(2) Describe how the grantee's project services will be carried out using a multi-tiered system of support to provide technical assistance virtually and onsite.

(3) Demonstrate expert knowledge of statutory requirements and regulations related to Title IV, Part B of the Elementary and Secondary Education Act of 1965 (ESEA) and current education issues and policy initiatives for supporting the implementation and scaling of evidence-based programs, practices, and interventions related to out-of-school time programming.
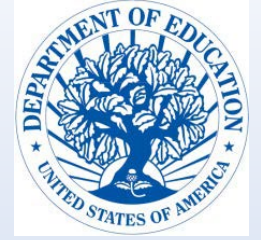
Application Requirements

(4) Describe the current research on adult learning principles, coaching, and implementation science that will inform the applicant's capacity-building services.

(5) Present a proposed 5-year service plan that considers commonalities identified in final Department monitoring reports for 21st CCLC, implementation challenges faced by SEAs and 21st CCLC subgrantees, and emerging trends in out-of-school time settings. The 5-year service plan must include for each year, at a minimum, the following elements: high-leverage problems to be addressed, capacity-building services to be delivered both universally and through targeted assistance to SEAs and 21st CCLC subgrantees, key personnel responsible, milestones, outputs, and outcome measures.

Application Requirements

(6) Present a proposed evaluation plan that describes the criteria for whether (a) milestones are met, (b) outputs are met, (c) SEA and 21st CCLC subgrantee outcomes (i.e., short-term, mid-term, long-term) are met, and (d) capacity-building services are implemented as intended.

(7) A description of the applicant's demonstrated experience in providing training, information, and support to SEAs, local educational agencies (LEAs), schools, educators, parents, and organizations on effective out-of-school time policies and practices.
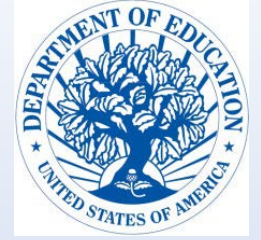
Program Requirements
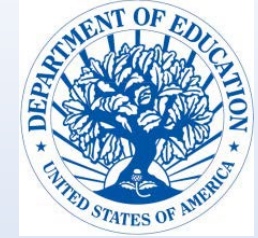
(1) Develop a service plan annually in consultation with the Department. The service plan must consider commonalities identified in finalized Department monitoring report findings in 21st CCLC programs, implementation challenges faced by SEAs and 21st CCLC subgrantees, and emerging trends in out-of-school time settings. The annual service plan must be an update to the 5-year plan submitted as part of the 21st CCLC NTAC's application. The annual service plan must include, at a minimum, the following elements: high-leverage problems to be addressed, capacity-building services to be delivered both universally and through targeted assistance to individual SEAs and 21st CCLC subgrantees, key personnel responsible, milestones, outputs, and outcome measures.
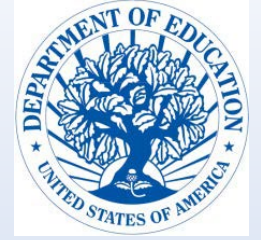
Program Requirements

(2) Create and maintain the 21st CCLC NTAC website with an easy-to-navigate design that meets government or industry-recognized standards for accessibility.

(3) Obtain and retain education practitioners, researchers, policy professionals, and other consultants with direct experience with out-of-school time programs at the State and local level. Personnel must have a proven record of publishing in peer-reviewed journals, presenting at national conferences, and/or delivering quality adult learning experiences that meet SEA and 21st CCLC subgrantees' needs.

Program Requirements

(4) Disseminate information (e.g., instructional videos, tool kits, and briefs) including evidence-based practices to a variety of education stakeholders, including parents, students, and the general public, via multiple mechanisms such as the 21st CCLC NTAC website, social media, and other channels as appropriate.

(5) Assemble a Technical Assistance Advisory Committee (TAAC) consisting of SEAs and 21st CCLC subgrantees to work collaboratively on education strategies in out-of-school settings and implementation practices at least twice per year.

(6) Employ one full-time equivalent (FTE) project director who is capable of managing all aspects of the 21st CCLC NTAC.

Program Requirements

(7) Within 90 days of receiving funding, demonstrate that any necessary contractors to assist in carrying out the proposed services have been secured, to the extent contractors are needed.
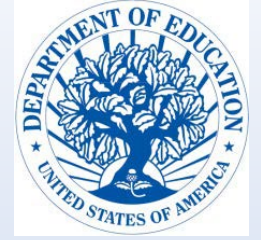
Q&A

Please submit questions via the chat feature

Selection Criteria

The selection criteria for this competition are from 34 CFR 75.210. The maximum score for addressing all five criteria is 100 points. The maximum score for addressing each criterion is indicated in parentheses.
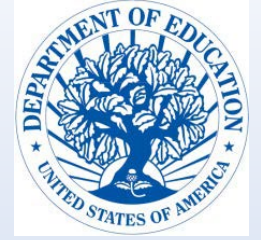
Quality of the Project Design (20 points)

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

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

Quality of the Project Services (30 points)

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

Quality of the Project Services (30 points)

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

1. The extent to which the services to be provided by the proposed project are appropriate to the needs of the intended recipients or beneficiaries of those services.
2. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.
3. The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services.
4. The likelihood that the services to be provided by the proposed project will lead to improvements in the achievement of students as measured against rigorous academic standards.
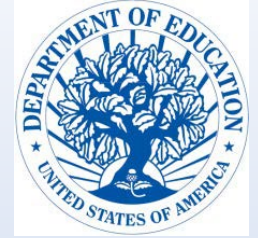
Quality of the Project Personnel (20 points)

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

In addition, the Secretary considers one or more of the following factors:
1. The qualifications, including relevant training and experience, of the project director or principal investigator.
2. The qualifications, including relevant training and experience, of key project personnel.
3. The qualifications, including relevant training and experience, of project consultants or subcontractors.

Quality of the Management Plan (25 points)
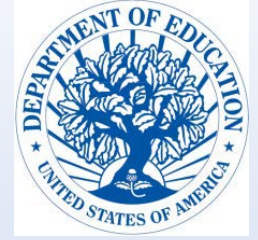
The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers one or more of the following factors:

1. The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.
2. The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.
3. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.
4. The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

Quality of the Project Evaluation (5 points)

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

Review and Selection Process

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

Review and Selection Process

In addition, in making a competitive grant award, the Secretary requires various assurances, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).
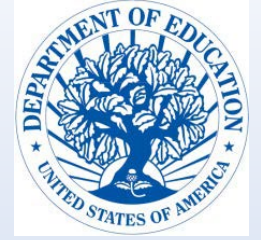
Performance Measures

For the purposes of reporting under 34 CFR 75.110, the Department has established the following performance measures for the 21st CCLC NTAC program:

- **Measure 1:** The percentage of 21st CCLC subgrantees reporting that the 21st CCLC NTAC resources were useful and applicable to their work, as evidenced by surveys.

- **Measure 2:** The percentage of SEAs reporting that they are satisfied with the quality, usefulness, and relevance of technical assistance provided by the 21st CCLC NTAC, as evidenced by surveys.

- **Measure 3:** The percentage of SEAs and 21st CCLC subgrantees that report changed policies or practices as a result of the technical assistance provided by the 21st CCLC NTAC, as evidenced by surveys.
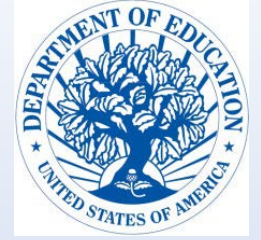
Budget Information

- NTAC is a discretionary grant with cooperative agreement with a project period of 5 years.

- Please ensure budgets are for the full 5-year project period.

- *Estimated Available Funds:* $4,600,000 in FY 2023 and $4,100,000 in each subsequent fiscal year.

Budget Information in Application

	OMB Control Number: 1894-0008 Expiration Date: 09/30/2023

U.S. DEPARTMENT OF EDUCATION
BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

Name of Applicant Organization	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Project Year 6 (f)	Project Year 7 (g)	Total (h)
1. Personnel								
2. Fringe Benefits								
3. Travel								
4. Equipment								
5. Supplies								
6. Contractual								
7. Construction								
8. Other								
9. Total Direct Costs (lines 1-8)								
10. Indirect Costs *Enter Rate Applied:								
11. Training Stipends								
12. Total Costs (lines 9-11)								

*Indirect Cost Information *(To Be Completed by Your Business Office)*:

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? ____Yes ____No.

(2) If yes, please provide the following information and provide a copy of your Indirect Cost Rate Agreement:
Period Covered by the Indirect Cost Rate Agreement: From: ___/___/_____ To: ___/___/_____ (mm/dd/yyyy)
Approving Federal agency: ____ED ____Other (please specify): _____ The Indirect Cost Rate is _____%

(3) If this is your first Federal grant, and you do not have an approved indirect cost rate agreement, are not a State, Local government or Indian Tribe, and are not funded under a training rate program or a restricted rate program, do you want to use the de minimis rate of 10% of MTDC? ____Yes ____No. If yes, you must comply with the requirements of 2 CFR § 200.414(f).

(4) If you do not have an approved indirect cost rate agreement, do you want to use the temporary rate of 10% of budgeted salaries and wages? ____Yes ____No. If yes, you must submit a proposed indirect cost rate agreement within 90 days after the date your grant is awarded, as required by 34 CFR § 75.560.

(5) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:___ Is included in your approved Indirect Cost Rate Agreement? Or ___ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _____%

(6) For Training Rate Programs (check one) -- Are you using a rate that:_____Is based on the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4))? Or _____Is included in your approved Indirect Cost Rate Agreement, because it is lower than the training rate of 8 percent of MTDC (See EDGAR § 75.562(c)(4)).

ED 524

Budget Narrative

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Construction (Not allowed)
- Other
- Indirect Costs
- Training Stipends (Not applicable)

Q&A

Please submit questions via the chat feature

Notice of Intent to Apply

- **May 1, 2023**

- The Department can develop a more efficient process for reviewing grant applications if we know the approximate number of applicants that intend to apply.

- We strongly encourage each potential applicant to notify us of the applicant's intent to submit an application by emailing 21stCCLC@ed.gov with "Intent to Apply" in the email subject line. This notification should be brief and include the applicant's name and contact information.

- Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.

Application Submission Process
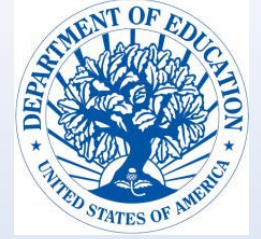
Review NIA and Application Package
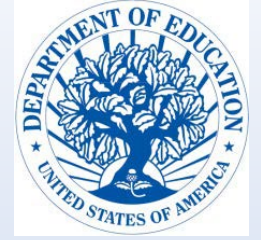
Register with Grants.gov

Application Deadline: May 30, 2023

Confirm submission and track application in Grants.gov

Application Package

- Grants.gov is where you will find detailed information and instructions on how to complete your application. Please review the application package thoroughly to ensure you address all components identified.

- The application package includes an Electronic Application Submission Checklist as a reference.

Application Package

Electronic Application Submission Checklist

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

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

Part 1: Preliminary Documents

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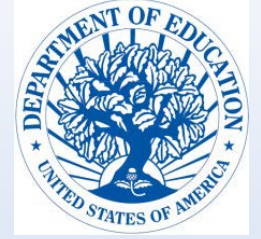
❏   ED Supplemental Information for SF 424

Part 2: Budget Information

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

Part 3: ED Abstract Form

❏   Project Abstract

Application Package

Electronic Application Submission Checklist

Part 4: Project Narrative Attachment Form
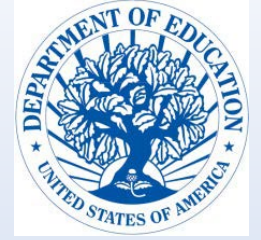
❑ Application Narrative

Part 5: Budget Narrative Attachment Form

❑ Budget Narrative

Part 6: Other Attachments Form

❑ Individual Resumes for Project Directors & Key Personnel

❑ Copy of Indirect Cost Rate Agreement

❑ References/Bibliography

❑ Executive Order 12372 Transmittal Letter, if applicable

❑ Other Relevant Documents

Application Package

Electronic Application Submission Checklist

Part 7: Assurances and Certifications

- ❑ Disclosure of Lobbying Activities (Standard Form LLL)

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

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

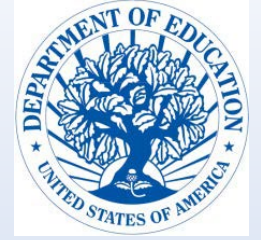**Part 8: Intergovernmental Review (Executive Order 12372)**

- ❑ Not applicable OR

- ❑ State Single Point of Contact (SPOC) List

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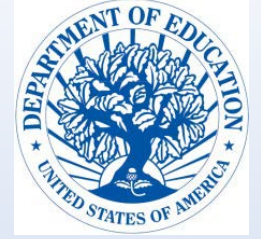
You must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application,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

Grants.gov

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

- We discourage paper applications, but if electronic submission is not possible (e.g., you do not have access to the internet), (1) you must provide a prior written notification that you intend to submit a paper application and (2) your paper application must be postmarked by the application deadline date. If you submit your prior written notification by email, it must be received by the Department no later than 14 calendar days before the application deadline date.

- Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace. For access to complete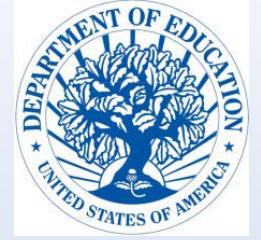 instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

Grants.gov

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

Note: Your organization will need to update its SAM registration annually.

Grants.gov

- 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.

- **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 Standard Time on the deadline date.

Grants.gov

- 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.

- **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 Standard 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.
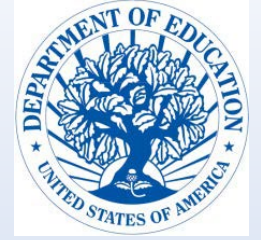
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Submission Problems – What should you do?

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

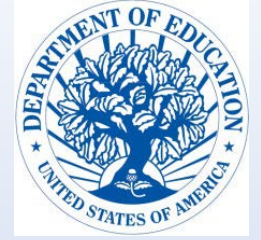https://grants-portal.psc.gov/Welcome.aspx?pt=Grants.

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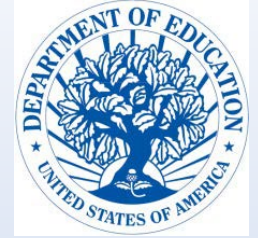**Helpful Hints When Working with Grants.gov**

- 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 on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.

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

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Slow Internet Connections

- When using a slow internet connection, such as a dial-up connection, to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system.

- **If you do not have access to a high-speed internet connection, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than 14 calendar days before the application deadline date.** (See the Federal Register notice for detailed instructions and the 2022 Common Instructions.)

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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.

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Attaching Files – Additional Tips

- 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.
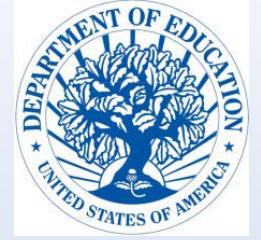
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Attaching Files – Additional Tips

- 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.

Timeline

- The NIA was published in the Federal Register on March 31, 2023

- Application submission due date is May 30, 2023, 11:59:59pm EST (Washington, D.C.)

- Links to the NIA, Grants.gov application, and additional information and resources can be found on the NTAC website - [21st CCLC National Technical Assistance Center (NTAC) - Office of Elementary and Secondary Education](#)

Planned Grants.gov Scheduled Maintenance Outages

Please note that Grants.gov will be **UNAVAILABLE** to all users for the following periods:

- 12:00 a.m. EST Saturday, May 20, 2023 until 6:00 a.m. EST on Monday, May 22, 2023

Final Questions and Answers

Department Staff Contacts

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