U.S. Department of Education
Office of English Language Acquisition
Washington, DC 20202

www.ed.gov/about/offices/list/oela/index.html

FY 2024 Application for Grants
Under the National Professional Development Grant Program

CFDA Number: **84.365Z**
Form Approved OMB
No. 1894-0006

Closing Date: May 13, 2024

Table of Contents

Dear Applicant:

Thank you for your interest in the National Professional Development (NPD) grant program, administered by the Office of English Language Acquisition of the U.S. Department of Education (Department). The purpose of the NPD Program is to provide professional development activities that will improve classroom instructions for English learners (ELs) and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure for teachers who work in language instruction educational programs or serve ELs. For the first time, the program will have a new absolute priority:

Increase the Number of Bilingual or Multilingual Teachers Through a Grow-Your-Own (GYO) Pre-Service Program that Recruits Teacher Candidates who are Bilingual or Multilingual.

Projects that propose to increase the number of fully licensed or certified bilingual or multilingual teachers working in language instruction educational programs or serving ELs, and improve their qualifications and skills, through evidence-based (as defined in 34 CFR 77.1(c)) pre-service programs. Applicants must describe their plan for recruiting, supporting, and retaining teacher candidates who are bilingual or multilingual. Applicants must include in their proposed plan for a pre-service program, one or more of the following GYO strategies that are designed to address shortages of bilingual or multilingual teachers and increase the diversity of qualified individuals entering the educator workforce:

(a) Implementing evidence-based GYO strategies for bilingual or multilingual individuals (e.g., creating dual enrollment, early college, and Career and Technical Education programs in teaching for middle and high school students paired with offering seals of biliteracy or supporting bilingual or multilingual paraprofessionals actively working in P–12 schools in becoming teachers).

(b) Recruiting bilingual or multilingual individuals who may have a teaching credential, but who are not certified to teach bilingual or multilingual education, and supporting them in earning the additional certification.

(c) Implementing evidence-based teacher residencies in bilingual or multilingual education, including scaling these evidence-based pathways through a registered teacher apprenticeship program.

In addition, under this fiscal year 2024 competition, the Department includes a competitive priority on identifying potential new grantees. The Department also includes an invitational priority on service to students from first-generation or low-income backgrounds.

Please take the time to review the applicable priorities, requirements, definitions, 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 if the application does not contain the information required under the program (EDGAR §75.216 (b) and (c)).

For this competition it is mandatory for applicants to use the government-wide website, Grants.gov (http://www.grants.gov), to apply. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that you register *and* submit early.

Using FY 2024 funds, the Department expects to award $8,400,000 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 60 months. Grants are expected to be awarded approximately in September 2024.

Please visit our program website at https://www2.ed.gov/programs/nfdp/index.html for further information. If you have any questions about the program after reviewing the application package, please send an e-mail to NPD2024@ed.gov.

Sincerely,

Montserrat Garibay
Assistant Deputy Secretary and
Director for the Office of English Language Acquisition

READY to APPLY?

Before you begin preparing your FY 2024 NPD application, please make sure that you can answer YES to the following questions:

- Have you downloaded and reviewed the FY 2024 NPD NIA from the *Federal Register*?
- Have you downloaded and reviewed the FY 2024 NPD Application Package documents and forms?
- Have you downloaded the NPD program statute?
- Have you downloaded and reviewed the NPD FAQ document? (Please note that the NPD FAQs have not yet been released and will be made available shortly at https://www2.ed.gov/programs/nfdp/index.html.
- Have you reviewed the instructions for electronic submission of your application in the NIA, the *Common Instructions for Applicants to Department of Education Discretionary Grant Programs* (Common Instructions), and Section III of the Application Package **well before** the application due date?
- Have you allocated sufficient time for necessary steps, such as obtaining a UEI and registering on the System for Award Management (SAM)? Please note that these registration processes could take **weeks** and trying to submit your application immediately prior to the deadline may not work. Many people may be attempting to submit applications through Grants.gov and it is possible that yours may not be processed in time. If this happens **a second past** the application deadline, and you have not been granted an extension according to the Common Instructions, your application will not be accepted.

If you answered **"YES"** to each of the above questions, you're ready to begin working on your application.

I. Program Background Information

Program Overview

Program Office: Office of English Language Acquisition (OELA)
Grant Name: National Professional Development Grant (NPD)
CFDA Number: 84.365Z
Grant Type: Discretionary/Competitive Grant

Program Statute: *Elementary and Secondary Education Act of 1965*, as amended, Title III, Part A, Subpart 3, Sec. 3131; 20 U.S.C. 6861

Regulations: EDGAR: 34 CFR 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99; The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474 and the Supplemental Priorities.

Anticipated Appropriations: FY 2024 - $8,400,000

Estimated range of awards: $600,000 - $700,000 per year, for each year of the grant.

Maximum award: $700,000

Note: The Department is not bound by any estimates in this notice.

Anticipated Number of Awards: 12

Project Period: Up to 60 months

Program Purpose: Authorized in section 3131 of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act (ESSA), NPD

The purpose of the NPD Program is to provide professional development activities that will improve classroom instructions for English learners (ELs) and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure for teachers who work in language instruction educational programs or serve ELs.

Program Design: Grantees have flexibility in designing programs to meet local needs to improve academic attainment of ELs. Projects funded under this program may be used for: effective professional development programs; the development of program curricula; support strategies that strengthen and increase parent, family and community member engagement; the development of effective practices in the instruction of ELs; costs related to certification or licensing requirements for teachers who serve ELs; and support strategies that promote school readiness of ELs.

Eligible Applicants: Entities eligible to apply for NPD grants are IHEs, or public or private entities with relevant experience and capacity, in consortia with LEAs or SEAs.

Program Elements Summary: This competition has one absolute priority, two competitive priorities, one invitational priority, and several application requirements, as described in the NIA and included below. They are:

- Absolute Priority:
  - Absolute Priority: Increase the Number of Bilingual or Multilingual Teachers Through a Grow-Your-Own (GYO) Pre-Service Program that Recruits Teacher Candidates who are Bilingual or Multilingual.

- Competitive Priorities:
  - Competitive Preference Priority 1: Applications from Potential New Grantees. Under this priority, an applicant must demonstrate that it does not, as of the deadline date for submission of applications, have an active grant, including through membership in a group application submitted in accordance with 34 CFR 75.127-75.129, under the program from which it seeks funds. For the purpose of this priority, a grant or contract is active until the end of the grant's or contract's project or funding period, including any extensions of those periods that extend the grantee's or contractor's authority to obligate funds.

- Invitational Priority:
  - Invitational Preference Priority 1: Service to Students from First-Generation or Low-Income Backgrounds. Projects to recruit, prepare, and retain students in the pre-service program who are first-generation postsecondary students (i.e., whose parents' highest level of education is a high school diploma or less) or who are from low-income backgrounds.

The Absolute Priority, Competitive Priority, Invitational Priority and Application Requirements are addressed in in the NIA.

Project Period: Under this competition, applicants may apply for a five-year grant. In order to help the Department with its budgetary planning, Section IV of this application package contains instructions for applicants to submit budgets and budget narratives now for a period of up to five years.

II.   Basic Application Information

Important Dates

Event	Date
National Professional Development Grant Program (84.365Z) Application available	March 12, 2024
Pre-Application Information Webinars for potential applicants	Please visit program website for more resources and dates: https://www2.ed.gov/programs/nfdp/applicant.html
Intent to Apply Email to NPD2024@ed.gov	April 11, 2024
Deadline for transmitting Applications	May 13, 2024, 11:59:59 pm Washington, DC time
Estimated Award Announcement	September 2024

FY 2024 NPD Notice Inviting Applications

The full text of the NIA for the FY 2024 NPD grant competition can be found at: https://www.govinfo.gov/content/pkg/FR-2024-02-22/pdf/2024-03474.pdf
Additional information regarding the NPD competition will be posted on the Department's website: https://www2.ed.gov/programs/nfdp/applicant.html

All NPD applications must be received on or before **11:59:59 p.m. Washington, DC time,** on **May 13, 2024.** Please note that the U.S. Department of Education grant application deadline is **11:59:59 p.m. Washington, DC time. Your application must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 11:59:59 p.m. Washington, DC time, on May 13, 2024, the application deadline date. Late applications, without an exception granted according to the Common Instructions, will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.**

Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on February 13, 2019 (84 FR 3768) and available at https://www.federalregister.gov/d/2019-02206, which contain requirements and information on how to submit an application.

Notification of Intent to Apply

The Department will be able to review grant applications more efficiently if we know the approximate number of applicants who intend to apply. Therefore, we strongly encourage, but do not require, each potential applicant to notify us of the applicant's intent to submit an application. To do so, please email NPD2024@ed.gov with the subject line "Intent to Apply," and include the applicant's name and contact person's name and email address by April 11, 2024. 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.

FY 2024 NPD Grant Competition Design Elements

Priorities and Requirements:
The FY 2024 NPD competition includes one absolute priority. Applicants are required to apply for the Absolute Priority. Clear headings should be provided to indicate an applicant's response to the absolute priority under which they are submitting their proposal and to the competitive and invitational priorities under which they are submitting their proposal, as applicable.

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

III. Application Submission Procedures

Submission Procedures

GRANTS.GOV SUBMISSION PROCEDURES & TIPS for APPLICANTS
IMPORTANT – PLEASE READ FIRST

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

Browser Support

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues. Grants.gov no longer provides support for Microsoft Internet Explorer 9 or below. For additional information or updates, please see the Grants.gov Browser information in the

Applicant FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser

ATTENTION – Workspace, Adobe Forms and PDF Files

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

1. Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

   a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

      NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

   b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

   c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.

3. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

Helpful Reminders

1. **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov), 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.]

   On and after April 4, 2022, entities that are not registered in SAM.gov will be assigned a Unique Entity Identifier (UEI) when they register and will not need to use a DUNS for entity registration or reporting.

   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.

   Note: 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.

4. If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/web/grants/applicants/encountering-error-messages.html. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What Should You Do?

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

If electronic submission is **required**, you must submit an electronic application before 11:59:59 p.m. Eastern Time, unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement **and** submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is **optional** and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please go to http://www.grants.gov/web/grants/support.html for help with Grants.gov. 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 as well as additional information on Workspace at https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace.

Dial-Up Internet Connections

When using 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. **If you do not have access to a high-speed connection and electronic submission is required, 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 two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we recommend applicants submit all documents as read-only

flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.

- 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.

IV. Application Instructions

All applicants interested in completing an NPD application should first thoroughly review the FY 2024 NIA. The NIA will orient applicants to the NPD program by providing the following information:

- Background information and purpose of the program;
- Eligibility requirements;
- Absolute Priority;
- Competitive Priorities (optional);
- Invitational Priorities (optional);
- Programmatic and application requirements;
- Selection Criteria and assigned points;
- Definition of terms used in the NIA;
- Procedural and substantive requirements of the application process; and
- Instructions on how to electronically submit the application.

Completing and Submitting Your Application

A complete application consists of the following components:

Required Forms:
- ED Standard Forms; and
- Assurances and Certifications

Application Narrative:
The NPD application will use the following Grants.gov Narrative Forms:

- ED Abstract Narrative Form;
    - The ED Abstract Narrative Form is where you attach your one-page project abstract. Specific instructions for how to compose the abstract narrative are included later in this section.

- Project Narrative Form;
    - The Project Narrative Form is where you will attach a detailed description of how your proposed project meets the Absolute Priority and one or both of the optional Competitive and Invitational Priorities. This section is where you discuss the proposed project in a way that best responds to the Selection Criteria. Applicants should include a Table of Contents. Specific instructions for how to compose the project narrative are included later in this section. **Eligible applicants are strongly encouraged, but not required, to limit the project narrative to 35 pages.** The Table of Contents does not count towards this desired limit.

- Budget Narrative Form; and
  - The Budget Narrative Form is where you will provide a line-item budget **(ED 524 Form)** and a budget narrative for the proposed NPD project. This budget should reflect a 5-year proposed project period. Specific instructions for how to compose the budget narrative are included later in this section.

- Other Attachments Form (upload appendices here)
  - The Other Attachments Form is where you will attach the application appendices. Specific Appendix instructions are included later in this section.

NOTE: If you have multiple documents to be attached to one of the above narrative sections (except for Other Attachments), we recommend that you merge them into one .PDF file and upload them to the appropriate narrative.

A. Required Forms

Standard Forms Instructions

Applicants must submit along with their project narratives the required standard forms, assurances, and certifications included in the list below. For reference, ED Grant Application Forms can be found at: https://www2.ed.gov/fund/grant/apply/appforms/appforms.html.

- Application for Federal Assistance (SF 424);

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 review only materials/files attached to the section labeled "Other Attachments Form."

- Department of Education Supplemental Information for SF 424;
- Department of Education Budget Summary Form (ED 524 Form) Sections A & B;
- Disclosure of Lobbying Activities (SF-LLL);
- General Education Provisions Act (GEPA) Requirements - Section 427; and
- Grants.gov Lobbying form (formerly ED 80-0013 form).
- Form for Project Objectives and Measures Information (OMB 1894-0017)

Electronic copies and instructions for the required forms can be found in the Grants.gov submission package.

B. Application Narrative Instructions

Project Abstract

Eligible applicants must submit an abstract. The abstract should be attached to the ED Abstract Narrative Form, and include the following items:

1. Institution: state the official name of the applicant's Institution or Entity
2. Eligibility: state the eligibility criteria the applicant meets
3. Partners: identify all the participating LEAs or SEAs if apply as a consortium
4. Project Title: state the title of the proposed project
5. Priorities: Indicate which, if any, of the priorities your project is addressing
6. Project Goals: state proposed project goals, objectives, and performance outcomes
7. Project Description: state a brief description of major project activities
8. School Data: provide key school information including participating schools, grades, total number of participants to be served, baseline and annual targets for performance measures.
9. Contact: Project Director's name, telephone and e-mail

Project Narrative

The Project Narrative should describe the project that an applicant would carry out as well as other required elements if its application is funded. It also should include the eligible applicant's response to the Selection Criteria (provided in the last portion of this Section IV.B) since the application will be evaluated and scored against these criteria. The NIA identifies the maximum possible score for each criterion. The Project Narrative should, as a general matter, follow the order of the Selection Criteria. It should contain clear headings to help the Department staff and peer reviewers match the narrative with the Selection Criteria. Finally, the Project Narrative also may include the eligible applicant's response, if any, to one or both of the Competitive and Invitational Priorities.

It is also important that applicants here clearly address (a) Absolute Priority (b) either or both of the optional Competitive and Invitational Priorities for which they wish to apply.

This section, along with the Table of Contents, 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 manner described below in order to expedite the review process. Ensure that you only attach the U.S. Department of 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.

Page Guidelines

We encourage, but do not require, applicants to limit this section of the application to the equivalent of no more than **35** 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, Calibri, Courier, or Arial.

NOTE: The recommended page limit does not apply to the cover sheet; the budget section, including the Budget Narrative justification; the assurances and certifications; the one-page abstract, the position descriptions, the bibliography, or the letters of support. However, the recommended page limit does apply to the entire "Project Narrative" section except for the Table of Contents.

Identifying Contractors or Vendors in the Project Application

In August 2013, the Department issued §75.135 of the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.135). This regulation permits applicants for NPD and other Department invitational grants, under certain conditions, to identify in their project applications those entities with which they would contract for data collection, data analysis, evaluation services, or essential services, where these activities are required by the program – without the need to follow otherwise applicable Federal procurement requirements. If applicant proposes to select a contractor before receiving an NPD award, please see 34 CFR 75.135(a) - (c) (section 75.135(a) - (c) of EDGAR) on how the requirements for invitational procurements that normally apply may be avoided by naming the contractors in the application.

FY 2024 NPD Application Grant Selection Criteria

To read a list of Selection Criteria for this grant competition, please reference the Notice Inviting Applications (NIA) for this competition on the Federal Register.

C. 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.). Also, do not upload any password-protected files to your application. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.*

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of each recommended project to ensure that costs related to the activities and objectives of the project, are **reasonable, allowable, and allocable**. The budget should only include costs that are allowable, reasonable, and necessary for carrying out the objectives of the NPD project. Rules about allowable costs are set out in 2 CFR Part 200, Uniform Administrative Requirements,

Cost Principles, And Audit Requirements for Federal Awards (Uniform Guidance), in Subpart E—Cost Principles. During the Department's budget review that occurs as a part of the grant selection process, we may delete or reduce costs from the budget that are not reasonable, necessary, and allocable to the program, or are otherwise unallowable. The budget narratives in each application should be consistent with the content of Sections A and B of ED 524 Form and provide **sufficient detail** about the use of NPD and non-Federal matching funds to:

- Give an **itemized budget breakdown** for each year of the proposed project (up to 60 months);
- Provide 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;
- Clarify the **relationship** between the requested funds and project activities and outcomes;
- Describe the total **amount that will be expended** as shown in the ED 524 Form;
- Enable reviewers and project staff to understand how the requested funds identified **in the ED 524 Form** will be used.

Budget Narrative Guidelines

Remember that you must provide all requested budget information for each year of the project (up to 60 months) and the total amount identified in Sections A and B of the ED 524 Form in order to be considered for Federal funding.

In a single document attached to the Budget Narrative Attachment Form, each application must provide the **following budget narrative**:

1. NPD Grant Funds Budget Narrative
   The budget narrative **must align with** and break down the costs budgeted in **Section A of ED 524 Form**. Section A relates to costs to be supported by the requested NPD grant.

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. The following section, "Instructions for the Budget Narratives," illustrates the expected format and level of detail. (This budget narrative will serve to meet the requirements of Section C of ED 524 Form.)

Instructions 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.

A. **Personnel:** *Include fees and expenses for consultants under contractual.*
   o   Provide the title and duties of each position to be compensated under this project.
   o   Provide the salary for each position under this project.
   o   Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
   o   Explain the importance of each position to the success of the project.
   o   Provide the basis for cost estimates or computations.

   Example: The following scenario assumes that there is 1 .8 FTE project director who will be paid with NPD funds.

Personnel: The following requested personnel will all be hired as employees of the project.	% FTE	Base Salary	Total
Project Director (1): John Doe will be responsible for the overall NPD project. His qualifications are described in detail in the project on page 24 of the application.	.8 FTE (or 80%)	$65,000	$52,000

B. **Fringe Benefits**
   o   Give the fringe benefit percentages of all personnel included under *Personnel*.
   o   Include fringe benefits applied to incentive awards if such expenditures are included under *Personnel*.
   o   Provide the rate and base on which fringe benefits are calculated.
   o   Do not include fringe benefits for salaries and wages that are treated as part of the indirect cost.

C. **Travel**
   o   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.
   o   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.
- Applicants must budget for attendance at one required annual meeting. For planning purposes, applicants should include funds for transportation, lodging, and per diem costs for the following meetings:
  - **Required Meeting: Project Director Meeting** this 2-day meeting will provide participants with key information needed to manage and implement a discretionary grant awarded by ED and technical assistance from experts. Grantee meetings will be held annually in a major U.S. city, usually Washington, D.C.. Include travel of persons such as the project director and evaluator on the ED 524 Form and budget narrative.

    Required Participants: Please budget for two participants including the project director.

    Expenses for this meeting include:
    - Round-trip airfare for two participants to a major U.S. city
    - Lodging expenses for two participants for up to three nights in a major U.S. city
    - Per diem expenses for two participants for up to five days in a major U.S. city
    - Funds for local ground transportation

Example:

	# Trips	$ per Trip	Total
Travel: Travel expenses include the average airfare of $400 each, in addition to a hotel room at $150/night for two nights, local transportation of $50, and per diem of $40			
NPD Annual Project Director Meeting: This meeting will provide technical assistance for our grant site and provide collaboration among all NPD grantees. The total trip will last 2 full days.	2 (1 Project Dir. & 1 other key personnel)	$528	$1,5800

D. Equipment
- Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or $5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.
- 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.

Example:

Equipment: Consistent with our organization's policy, equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $1,000 or more per unit.	Cost of Item	Item Description	Total
Laptop Computers (3): Three laptop computers will be needed to expand our current office and supply the needs of remote professional development sessions.	$1,500	Laptop computer	$4,500

E. **Supplies**
- Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*
- 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.
- Individual pieces of equipment that are under $5,000 per unit are generally considered supplies. However, as noted in the example under Equipment, an applicant's organization may have a different equipment policy.

F. **Contractual**
- The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.
- 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.
- **NOTE:** Contractors are not to be named in an application since contracts will be competed following the award of a grant. If an applicant proposes in its application to use an existing contract or prior selection of any vendor for any activities to be supported with Federal NPD funds (or other Federal grant funds), the applicant must be prepared to demonstrate how it is in compliance with the "Procurement Practices" described in the "Application Information" section of this application

package. Additionally, if an applicant intends to take advantage of the flexibility allowed in order to use small purchase procurement procedures for contracts for data collection, data analysis, evaluation services or essential services, the applicant should carefully review the requirements to ensure all required information is included in the application and budget narrative.

- o Provide the projected cost per contractor.
- o Provide the amount of time that the project will be working with the contractor(s).
- o 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.
- o Provide a brief statement that you have followed the procedures for procurement under 2 C.F.R. 200.317 – 200.326 or the competition exception in 34 C.F.R. 75.135.
- o Provide the basis for cost estimates or computations.

Example:

Contractual:	Timing of Costs	Total
ABC District plans to contract with an external evaluator to conduct the local evaluation, using both qualitative and quantitative data analysis. ABC expects to receive bi-annual evaluation reports and surveys from the new contractor. Please see page 37 of the project proposal for more information on the evaluation design.	Bi-Annual	$XXXX

G. Construction
- o Not applicable.

H. Other
- o Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*
- o List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- o Provide the cost per item (printing = $500, postage = $750).
- o Provide the purpose for the expenditures and relation to project success.
- o Provide the basis for cost estimates or computations.

I. Total Direct Costs
- o The sum total of all direct expenditures, per budget category, of lines 1-8.

J. Indirect Costs
- o Indicate the applicant's approved indirect cost rate.
- o Indirect Costs are calculated as 8% of Modified Total Direct Costs (MTDC).

- Participant support costs / tuition remission should be part of 11 (Training Stipends) on ED 524 Form. Training Stipends is not included in MTDC.
- Modified Total Direct Costs consists of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- Modified Total Direct Costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

K. Training Stipends
- The training stipend line item only pertains to costs associated with long term training programs and college or university coursework, not workshops or short-term training or professional development offerings.

L. Total Costs
- Sum total 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 period (up to 60 months).

NOTE about Indirect Costs in the NPD Program:

The applicant should include any proposed indirect costs in its proposed NPD- supported budget and budget narrative. In order to charge indirect costs to this program, a grantee must have a currently approved Indirect Cost Rate (ICR) agreement with a restricted rate.

Since the National Professional Development program is a training grant, as described in 34 CFR 75.562, which is set out below, then your reimbursement for indirect costs is limited to "actual indirect costs, as determined in its negotiated indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less."

The policies for reimbursing indirect costs under training grants are as follows:

34 CFR 75.562 Indirect cost rates for educational training projects.

(a) Educational training grants provide funding for training or other educational services. Examples of the work supported by training grants are summer institutes, training programs for selected participants, the introduction of new or expanded courses, and similar instructional undertakings that are separately budgeted and accounted for by the sponsoring institution. These grants do not usually support activities involving research, development, and dissemination of new educational materials and methods. Training grants largely implement previously developed materials and methods and require no significant adaptation of techniques or instructional services to fit different circumstances.

(b) The Secretary uses the definition in paragraph (a) to determine which grants are educational

training grants.

(c)   (1) Indirect cost reimbursement on a training grant is limited to the recipient's actual indirect costs, as determined in its negotiated indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less. NOTE TO PARAGRAPH (c)(1): If the grantee did not have a federally recognized indirect cost rate agreement on the date the training grant was awarded, indirect cost recovery is also limited to the amount authorized under §75.560(d)(3).

(2) For the purposes of this section, a modified total direct cost base consists of total direct costs minus the following:
(i) The amount of each sub-award in excess of $25,000.
(ii) Stipends.
(iii) Tuition and related fees.
(iv) Equipment, as defined in 2 CFR 200.33. 46 NOTE TO PARAGRAPH (c)(2)(iv): If the grantee has established a threshold for equipment that is lower than $5,000 for other purposes, it must use that threshold to exclude equipment under the modified total direct cost base for the purposes of this section.

(3) The eight percent indirect cost reimbursement limit specified in paragraph (c)(1) of this section also applies to sub-awards that fund training, as determined by the Secretary under paragraph (b) of this section.

(4) The eight percent limit does not apply to agencies of Indian tribal governments, local governments, and States as defined in 2 CFR 200.54, 200.200.64, and 200.90, respectively.

(5) Indirect costs in excess of the eight percent limit may not be charged directly, used to satisfy matching or cost-sharing requirements, or charged to another Federal award.

(d) A grantee using the training rate of eight percent is required to have documentation available for audit that shows that its negotiated indirect cost rate is at least eight percent. (Authority: 20 U.S.C. 1221e-3 and 3474) [59 FR 59582, Nov. 17, 1994, as amended at 72 FR 69147, Dec. 7, 2007; 79 FR 76092, Dec. 19, 2014]

If an applicant does not have a current indirect cost rate agreement, it does not need to submit any documentation regarding indirect costs with its application. These proposed indirect costs should be calculated using a temporary rate of ten percent and that rate should be applied to all direct salaries and wages. However, the applicant must expeditiously take steps to obtain an indirect cost rate agreement after the grant award is made. In some cases, a temporary ICR of 10% is allowed for budgeted salaries and wages and require the grantee to submit an ICR proposal within 90 days after issuance of the grant award notification (see 34 CFR § 75.560(c)).

For additional information about obtaining an approved indirect cost rate or applying for an

indirect cost rate, contact the Department's Office of the Chief Financial Officer at (202) 245-8035.

The ICR must be negotiated with and approved by the grantee's cognizant agency, i.e., either (1) the federal agency from which it has received the most direct funding, subject to indirect cost support; (2) the federal agency specifically assigned cognizance by the Office of Management and Budget; or (3) the State agency that provides the most subgrant funds to the grantee (if no direct federal awards are received).

NOTE: Applicants should pay special attention to specific questions on the application budget form (ED 524 Form) about their cognizant agency and the ICR being used in the budget. Applicants should be aware that ED is very often not the cognizant agency for its grantees. Rather, ED accepts the currently approved ICR established by the appropriate cognizant agency. Applicants are encouraged to have an accountant calculate a proposed ICR using current information in the audited financial statements, actual cost data or the Internal Revenue Service Form 990. Applicants should use this proposed rate in the application materials and indicate the documentation used to calculate the rate. Guidance related to calculating an ICR can be found on ED's website at:
http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html.

If the requested budget does not include these estimated indirect costs, they will not be included in the budget approved by the Department that forms the basis of the grant award. This means that, after award, a grantee would only have funds with which to charge indirect costs to the grant if the approved direct costs of the grantee's project for any budget period exceed the grantee's actual direct costs. Where this occurs, the grantee may submit a requested budget revision to the Department program office to use the excess funds budgeted for direct costs to cover its indirect costs.

D.   Other Attachment Forms

Applicants should **attach all appendices to the Other Attachments Form**. For each appendix, applicants are asked to label each file with the Appendix name and upload the file to the Other Attachments Form. The Other Attachments Form can support up to ten attachments, therefore it is unnecessary to merge appendices into one document.

- *Ensure that you only attach the U.S. Department of Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). 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.*

Instructions for Appendices

Applicants are strongly encouraged to follow the instructions below when uploading information to the Appendices:

      Appendix A: **Eligibility Certification**

      Appendix B: **Positions Descriptions of Key Personnel**

      Appendix C: **Consortium Partners - Letters of Support and Memorandum of Understanding from partners, if applicable**

      Appendix D: **Indirect Cost Rate Agreement**

      Appendix E: **Logic Model**

      Appendix F: **Bibliography (optional)**

      Appendix G: **Other documents, if applicable**

NOTE: Applicants are strongly encouraged to use the optional checklists on the following pages to document and identify where required information can be found in the proposed application. Use of the checklists will enable reviewers and Department staff to identify where in your applications required information is located and prevent your application from being found ineligible for funding because this information cannot be located.

FY 2024 Application Checklist

Applicants should review this checklist once they believe they have completed their NPD applications. The checklist reflects all mandatory components of the application.

ED Standard Forms
- ❑ Application for Federal Assistance (SF 424)
- ❑ Department of Education Supplemental Information for SF 424 Department of Education Budget Summary Form (ED 524 Form)
- ❑ Sections A & B Disclosure of Lobbying Activities (SF-LLL)
- ❑ Form for Project Objectives and Measures Information (OMB 1894-0017)

Assurances and Certifications
- ❑ GEPA Section 427
- ❑ Grants.gov Lobby form (formerly ED 80-0013 form)
- ❑ Assurances, Non-Construction Programs

Application Narrative
- ❑ Project Abstract
- ❑ Project Narrative
- ❑ Budget Narrative Form
- ❑ Other Attachments Form (Upload Appendices here)
- ❑ **Charter School Documentation, if applicable.** Applicants that are charter schools should include a letter from the authorized chartering agency or SEA that confirms their status in the State as LEAs.
- ❑ **Eligibility Certification**: evidence of eligibility.
- ❑ **Indirect Cost Rate Agreement:** All applicants should attach a copy of their current indirect cost rate agreement.
- ❑ **Job Descriptions for Project Directors and Key Personnel:** Provide job descriptions that describe their qualifications for the responsibilities they will carry out under the project.
- ❑ **Logic Model**
- ❑ **Letters of Support/MOUs**

NOTE: Eligible applicants should attach all appendices to the Other Attachments Form. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read. The entire application package should be no larger than 8MB. Therefore, you may want to check the total size of your package before submission.

E. Additional Information

Addressing Your Questions

The Department provides multiple avenues for interested applicants to ask questions and clarify their understanding of the NPD competition and process. Applicants should keep in mind that the Department cannot provide guidance on specific proposals.

Applicants should review the Frequently Asked Questions (FAQ) document carefully to see whether their particular questions have been addressed. The Department also plans to update, as appropriate, this document in response to applicant questions. The FAQ document will be posted on the NPD website at https://www2.ed.gov/programs/nfdp/applicant.html.

The Department has established the following address, NPD2024@ed.gov, where potential applicants may ask questions about the NPD competition. In addition, the Department plans to host an informational session, live or online, designed to help interested applicants with the application process. We encourage interested applicants to participate in this session. Participation in the Webinar is voluntary. For those who are not able to attend, the training will be available via a link posted on the NPD website.

Transparency

After awards are made under this competition, all of the submitted applications, abstracts, together with reviewer scores and comments for those applications, may be posted on the Department's website.

Executive Order 12372 - Intergovernmental Review of Federal Programs

This program is subject to the requirement of the Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. The objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372.

You may locate the name and contact information of State Single Point of Contact at: https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf

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. Public reporting burden for this collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit and 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 20240-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number **1894-0006**.

NOTE: Please do not return completed applications to this address.