Applying for Office of Special Education Programs Discretionary Grants

Agenda

- Background Information
- Elements of the Notice Inviting Application (NIA)
- NIA Application Process
- Resources

Webinar Objective

- Increase prospective applicants' understanding of the general requirements and process for applying for an Office of Special Education Programs (OSEP) discretionary grant
- Provide resources and tips to facilitate applying for an OSEP discretionary grant

Webinar Caveats

- Reviews many common elements found in most notices inviting applications (NIAs)
- Summarizes items to facilitate the logistics of the webinar
- Does NOT replace the information contained in the competition-specific NIAs and instructions

Background Information

- Secretary's Priorities
- OSERS Mission Statement
- OSEP Mission Statement
- Authorizing Legislation and Applicable Regulations

Secretary's Supplemental Priorities 1-3

- Priority 1—Addressing the Impact of COVID-19 on Students, Educators, and Faculty
- Priority 2—Promoting Equity in Student Access to Educational Resources and Opportunities
- Priority 3—Supporting a Diverse Educator Workforce and Professional Growth To Strengthen Student Learning

Secretary's Supplemental Priorities 4-6

- Priority 4—Meeting Student Social, Emotional, and Academic Needs
- Priority 5—Increasing Postsecondary Education Access, Affordability, Completion, and Post-Enrollment Success
- Priority 6—Strengthening Cross-Agency Coordination and Community Engagement To Advance Systemic Change

OSERS Mission Statement

- The mission of the Office of Special Education and Rehabilitative Services (OSERS) is to improve early childhood, educational, and employment outcomes and raise expectations for all people with disabilities, their families, their communities, and the Nation.

OSEP Mission Statement

- The mission of the Office of Special Education Programs (OSEP) is to lead the nation's efforts to improve outcomes for children with disabilities, birth through 21, and their families, ensuring access to fair, equitable, and high-quality education and services

Authorizing Legislation and Applicable Regulations

- Individuals with Disabilities Education Act, 20 U.S.C. 1450-1475
- 2 Code of Federal Regulations (CFR) Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 34 CFR Parts 75-79, 81 to 86 and 97-99 – Education Department General Administrative Regulations

Elements of the NIA

- Purposes, Authority, Background, and Definitions
- Outcomes, and Absolute and Competitive Preference Priorities
- Selection Criteria
- Application Narrative and Budgets
- Assurances and Certifications
- Application Requirements

Purposes, Authority, Background, and Definitions

- Specific purpose of the OSEP program and priority
- Specific authorizing statute
- Background information
- Definitions specific to the NIA

Outcomes, and Absolute and Competitive Preference Priorities

- Intended outcomes of the proposed project
- Absolute priorities state what the applicants must address to be considered for the grant
- Competitive preference priorities are optional priorities that applicants may address for additional points

Selection Criteria

- Selection criteria articulates how the applications will be evaluated by reviewers and are specific to each priority
- NIAs contain the selection criteria and sub-criteria, as well as the point values assigned to each selection criteria
- Applicants should respond to all sub-criteria under each selection criteria

Application Narrative and Budgets

- Absolute priority lists requirements for each section of the application
- Applications must contain both a budget for each year of the proposed project and a narrative explanation of the budget
- NIAs contain information about specific budget requirements, such as restricted indirect cost rates and cost matching

Assurances and Certifications

- Non-construction
- Lobbying
- General Education Provisions Act (GEPA)
- NIA may contain additional assurances and certifications

Application Requirements

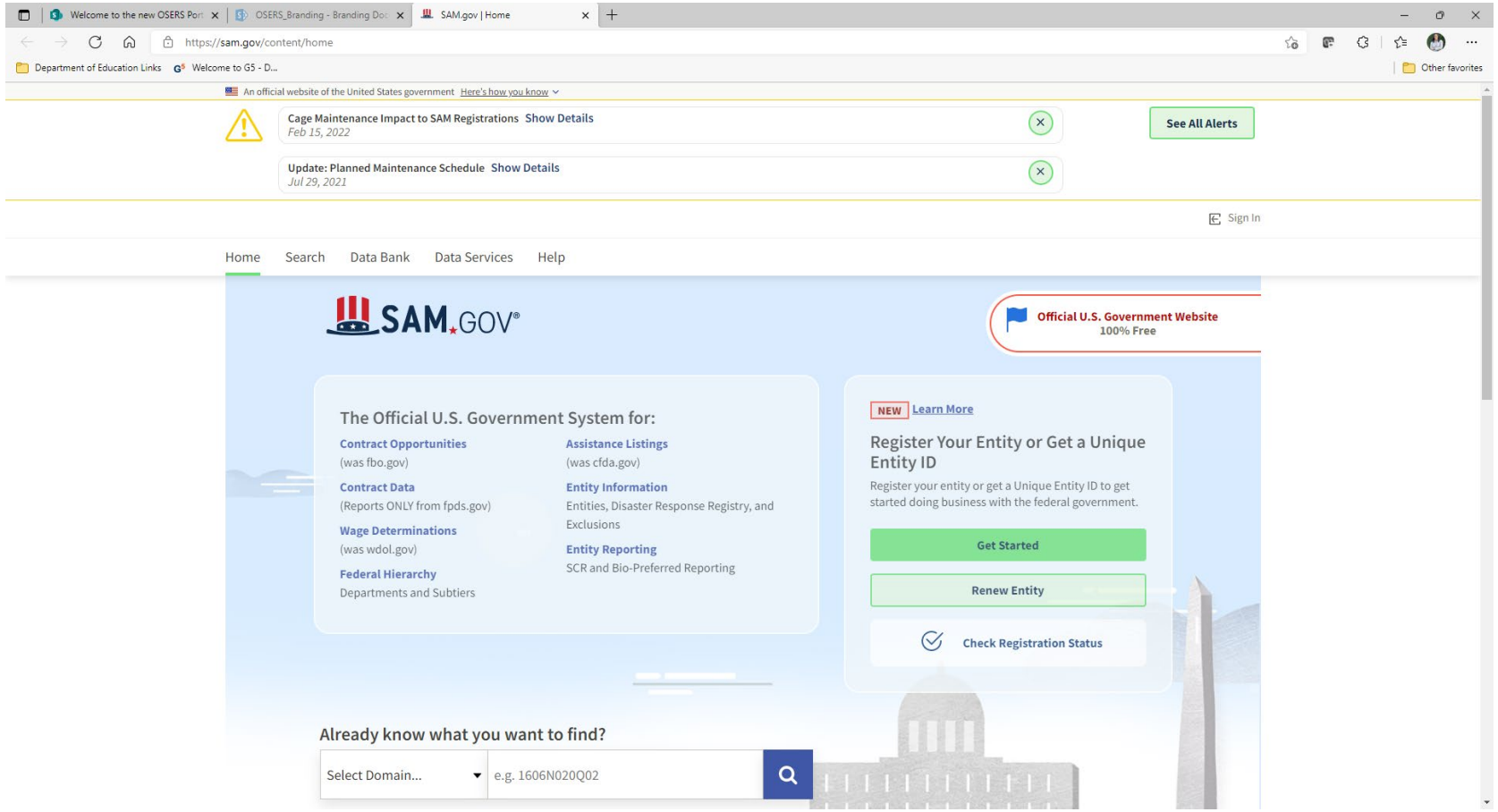
- Eligible applicants
- Project abstract
- Maximum award amounts
- Application due date by 11:59 pm ET
- Recommended project narrative page limit and formatting
- Required appendices

APPLICATION PROCESS

- Prior to Applying
- SAM Registration
- Application Submission
- Grants.gov
- Reasonable Accommodations

Prior to Applying

- Register your organization at SAM.gov



SAM Registration

- SAM registration required for all applicants
- Takes one week to complete registration but may take several weeks
- Can take 24-48 hours for SAM registration to be available through GRANTS.gov
- SAM registration must be completed annually

Application Submission

- The Department publishes the Common Instructions for Applications to Department of Education Discretionary Grant Programs to the Federal Register
- Please carefully review the common instructions.

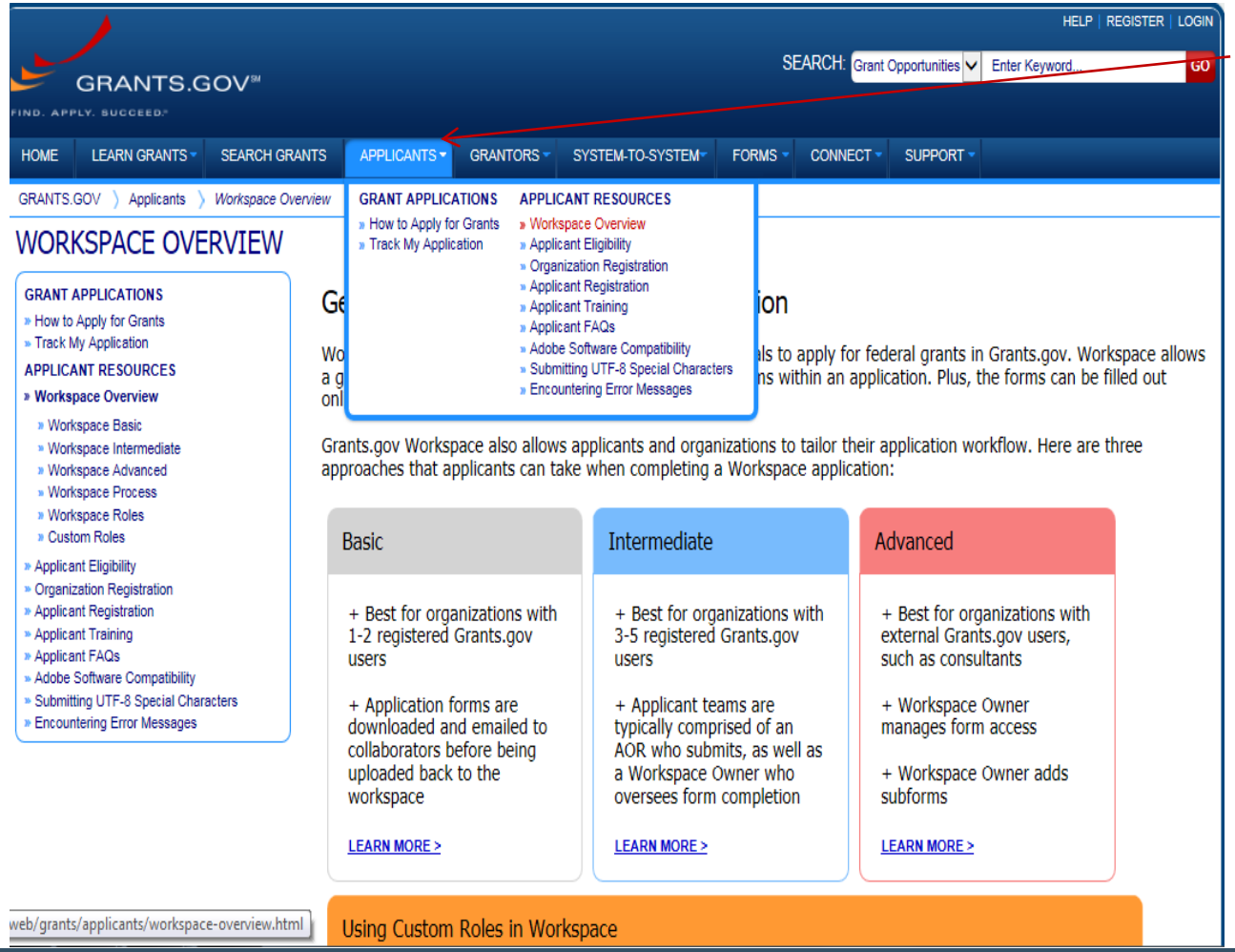
Grants.gov

- Grants.gov is the Federal government system for submitting applications online
- Organizations must designate Authorized Organization Representative (AOR) and register that AOR in the system
- Register early
- Grants.gov provides extensive support to users

Grants.gov (con't)

- Applicants submit applications through the Grants.gov workspaces
- Workspaces allow forms to be completed online, or completed offline and uploaded
- Applicants cannot submit an application by email
- OSEP recommends that applications be submitted in portable document format (pdf) but may also be submitted in Word

Screenshot of the Applicant Tab on the Grants.gov homepage



Note:
Select Applicant tab. There will be a drop down menu. The left hand side of the tab is labeled "Grant Applications". There are two options to select: How to apply for grants and track your application. The right hand side is labeled "Applicant Resources" and nine options follow, including the Workspace option.

For direct access to the Workspace Overview and more detail please select https://www.grants.gov/web/grants/applicants/workspace-overview.html

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

Application Submission

- Grants.gov generates a tracking number for each submission
- Applicants can track applications and confirm that an application was validated
- The Department of Education assigns an Agency Tracking Number (PR/award number) to applications it receives from Grants.gov

Reasonable Accommodations

- Applicants may request a reasonable accommodation to the online submission requirements
- Applicants must follow directions outlined in the NIA for requesting an accommodation

Resources

- ED.gov Technical Assistance
- ED.gov Online Grants Training
- Grants.gov Training
- Education Program Contact

ED.gov Technical Assistance

- Screenshot of Technical Assistance for ED Grantees

U.S. Department of Education

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Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

The following resources are provided to aid grantees in the administration of Federal grants awarded by the Department of Education.

Laws, Regulations and Guidance

Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R Part 200 establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities.

- ED's Adoption of the Uniform Guidance (2 C.F.R. 3474.1)
- ED's High-Risk Authority (2 C.F.R. 3474.10)
- Cost Principals (2 C.F.R. 200 Subpart E)
- Indirect Costs (2 C.F.R. 200.414)
- Audit Requirements (2 C.F.R. 200 Subpart F)

Education Department General Administrative Regulations (EDGAR): Consists of administrative regulations governing Department of Education grant programs found in parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98 and 99 of Title 34 of the Code of Federal Regulations of 34 C.F.R.; a document issued by ED that contains a reprint of these regulations.

How Do I Find...

- Student loans, forgiveness
- Higher Education Rulemaking
- College accreditation
- Every Student Succeeds Act (ESSA)
- FERPA
- FAFSA
- 1098, tax forms

More >

Information About...

- Transforming Teaching
- Family and Community Engagement
- Early Learning
- Constitution Day

ED.gov Online Grants Training

- Screenshot of Online Grants Training Courses

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Grants Training and Management Resources
Online Grants Training Courses

Training Courses:

The Department is in process of creating new grant trainings that are posted below as they become available.

Allowable Cost and Activities

This 60 minute course provides ED grantees and subgrantees a high level overview of the concepts and regulations behind using Federal grant funds for allowable costs and activities. Divided into two modules, the course addresses the objectives presented below. At the end of each module, participants are asked questions that will gauge their understanding of the covered topics, but no score or grade will be given.

After completing this course, you should be able to:

- Identify key laws and regulations that guide the use of Federal funds for grant costs and activities
- Understand how Grant Award Notifications, grant applications, and state plans impact allowable and unallowable costs

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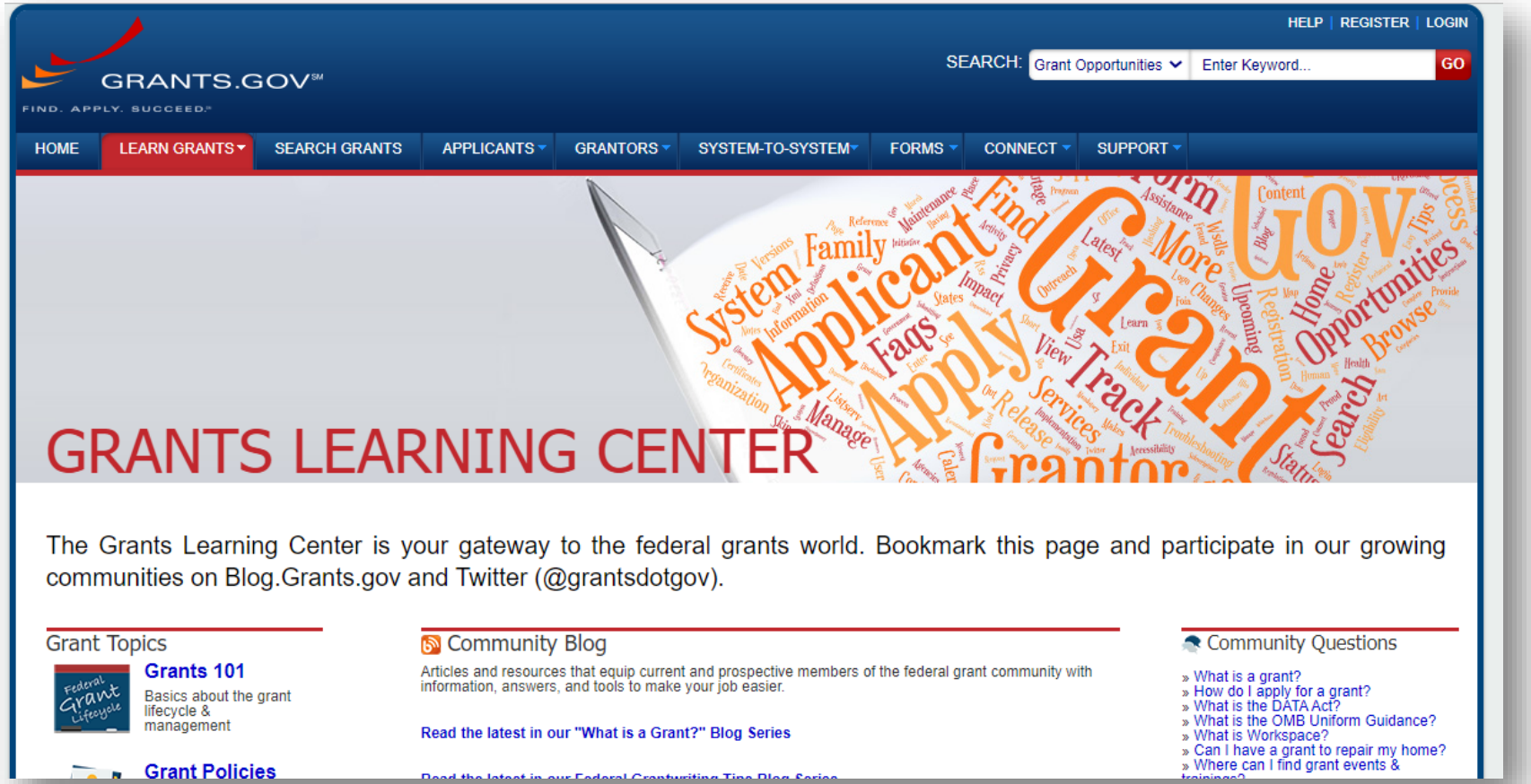
Grants.gov Training

- Learn Grants | GRANTS.GOV



Education Program Contact

- NIA contains contact information for the OSEP staff person managing the competition
- OSEP contact can answer questions about the NIA, and competition requirements and process

OSEP

Office of Special Education Programs

Office of Special Education and Rehabilitative Services

U.S. Department of Education