

## FREQUENTLY ASKED QUESTIONS

### General

#### **What is the deadline date for transmittal of applications under this grant competition?**

March 6, 2009.

#### **May I get an extension of the deadline date?**

Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in the Federal Register notice. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Secretary announces such a change in a notice published in the Federal Register.

#### **When will grant awards be announced?**

We estimate that grants will be announced by July 30, 2009

#### **Is this a multi-year grant program?**

Yes. Projects may be funded for up to 36 months (three budget periods of 12 months each), contingent upon the demonstration of substantial progress each year toward meeting project goals and objectives, and the availability of future funding.

#### **How many new awards will be made?**

We estimate that we will make about 95 new awards.

#### **What steps can I take to maximize my chances of receiving a grant?**

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you're uncertain about any aspects of this application package, please first review the Frequently Asked Questions section. Most commonly asked questions are answered in this section. If your questions are not addressed, please contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority or the additional requirements for this grant competition, it will not be considered for funding.
- A panel of three persons from the physical education, school health, student wellness, or child and adolescent development and other fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not permitted to give you "the benefit of the doubt"; therefore, if information is not in your application, reviewers cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification.
- Transmit your application on or before the deadline date of **March 6, 2009**.

**This competition has a "supplement, not supplant" provision. What does this**

### **mean?**

This provision requires that applicants not use grant funding to pay for any services or functions that would be covered as an ordinary function or service. Based on Federal regulations, if a grantee decides to charge indirect costs to a program that has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds, the grantee must use a **negotiated restricted indirect cost rate**. Your organization must submit proof of a **negotiated restricted indirect cost rate** with the application if you are planning to claim indirect costs.

### **What is an indirect cost rate?**

An indirect cost is an expense that you incur that is necessary to implementing the grant, but may be difficult to identify directly with your grant. For example, indirect costs may include money spent for heat, light, rent, telephone, security, accounting, and Internet use.

If your organization prefers to use all of its grant funds for direct project costs, you are not required to charge the grant for indirect costs. If you wish to recover indirect costs, however, *you must use a **negotiated restricted indirect cost rate** for this competition*. This rate permits grantees to distribute indirect costs across grants so that grantees are able to recover these costs for grant funds.

For more information, please see: [www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html](http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html).

### **How do I obtain a negotiated, restricted indirect cost rate?**

Your organization may already have a negotiated, restricted indirect cost rate with a Federal government agency. If your organization has not negotiated this rate in the past, please contact Katrina McDonald with the Department of Education's Indirect Cost Group at 202-377-3838 or [Katrina.Mcdonald@ed.gov](mailto:Katrina.Mcdonald@ed.gov).

### **Who in my organization may be able to provide information about our negotiated, restricted indirect cost rate?**

If you do not know your negotiated, restricted indirect cost rate, please contact your business office. Please note, you will need to submit proof of this cost rate, such as a signed letter or a page from a state web site.

In most cases, state educational agencies calculate and assign indirect cost rates to their local educational agencies.

### **For my GEPA 427 statement, is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?**

No. An organization's non-discrimination statement is not sufficient to meet the GEPA requirements. A GEPA statement should outline an entity's potential barriers and solutions to equal access, specific to the proposed project.

### **What should I use as the project start date?**

We expect to make awards around June 30<sup>th</sup> so you may use July 1 as your project start date for the purposes of the application. Should you receive an award and this date is different, you will be asked to adjust your timeline according to the actual start date.

**Do I have to get bids for goods and services under this grant?**

Yes. Generally, all procurement transactions by grantees made with Carol M. White Physical Education Program (PEP) grant funds must be conducted in a manner providing full and open competition, consistent with the standards in Section 80.36 of the Education Department General Administrative Regulations (EDGAR). This section requires that grantees use their own procurement procedures (which reflect State and local laws and regulations) to select contractors, provided that those procedures meet certain standards described in EDGAR.

Because grantees must use appropriate procurement procedures to select contractors, generally applicants should not include information in their grant applications about specific contractors that will be used to provide services or goods for the proposed project if a grant is awarded. These requirements are not applicable in the event that the goods or services being procured are available only from a single source.

If a vendor assists an applicant in preparing an application for a grant, and subsequently is interested in providing contract services if the applicant receives a grant award, a close examination of all activities is warranted to ensure that the vendor did not act as an agent of the grantee, that the vendor does not have an organizational conflict of interest in the procurement, and that the requirements for full and open competition have not been violated.

The requirements regarding full and open competition could be violated even if a vendor's participation in the application process was limited. For example, a vendor that provides specifications that are then included in a grant application could have a competitive advantage over other vendors. Applicants for funding should carefully consider the requirements concerning competition contained in EDGAR as they interact with vendors during the application process, and if they are awarded a grant under the program.

EDGAR is available online at: [www.ed.gov/policy/fund/reg/edgarReg/edgar.html](http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html)

**What is the project and budget period for these grants?**

The project period for this grant is three years. Each grant year is considered its own budget period. The application should include a description of the proposed activities for all three years, as well as a budget narrative that includes information about federal **and** non-federal funds for each budget year. Continuation awards are made based on an applicant's ability to demonstrate substantial progress in their required annual performance reports.

**What are the formatting requirements for this application?**

Please submit your application on 8 ½ x 11 paper with a 1-inch margin on all sides. Limit your narrative to 25 typed double-spaced pages that are numbered and printed only on one side. Please use font no smaller than 11-point type in black text.

**May I use another district's application as a model for my submission?**

Information submitted in response to the scoring criteria must be specific to your district or organization; therefore, we strongly discourage using form or model applications. Identical or substantially similar applications are not responsive to the scoring criteria and may not be rated highly enough to receive funding.

**Who do I contact for more information about this grant competition?**

Carlette Huntley, Office of Safe and Drug-Free Schools; (phone) 202-245-7871, (email) [carlette.huntley@ed.gov](mailto:carlette.huntley@ed.gov), 400 Maryland Ave., SW, Potomac Center Plaza, Room 10071, Washington, DC 20202.