

# **Life Skills for State and Local Prisoners Program**

CFDA # 84.255A

## **Information and Application Procedures for Fiscal Year 2003**

OMB No. 1890-0009

Expiration Date: 6/30/2005

**Application Deadline: 7/14/2003**



**Frequently Asked Questions**  
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**U.S. Department of Education**  
**Office of Safe and Drug-Free Schools**

June 2003

Dear Colleague:

Thank you for your interest in applying for a grant under the Life Skills for State and Local Prisoners Program. This program offers life skills training grants to eligible entities to assist them in establishing and operating programs designed to reduce recidivism through the development and improvement of life skills necessary for reintegration into society.

As the U.S. prison and jails population has recently climbed above two million for the first time in our Nation's history, it is important to prepare institutionalized offenders for a successful return to communities. We are committed to broad implementation of the fundamental principles of the President's education reform agenda as reflected in the No Child Left Behind Act of 2001 in all aspects of our work. The four basic principles are: stronger accountability for results, increased flexibility and local control, choice, and an emphasis on determining what educational programs and practices have been clearly demonstrated to be effective through rigorous scientific research.

The Department has designed this Life Skills for State and Local Prisoners Program competition to support the President's vision for educational reform. Successful applicants will receive funding to establish or expand prison-based and jail-based instructional programs that utilize proven strategies and/or that are specifically designed to scientifically test promising strategies. These programs will be characterized by rigorous accountability systems against clearly defined results and transparent reporting systems. Successful programs will demonstrate instructional practices that serve to restore inmates to productive citizenship.

We look forward to receiving your application for support under the Life Skills for State and Local Prisoners Program.

Cordially,

Judge Eric Andell

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# I. Introduction

## **Purpose of Program**

The Life Skills for State and Local Prisoners Program provides financial assistance for establishing and operating programs designed to reduce recidivism through the development and improvement of life skills necessary for reintegration of adult prisoners into society

## **Authority**

The authority for this program is found in 20 U.S.C. 1211-2 (1991).

## **Note to Applicants**

This is a complete application package for the Life Skills for State and Local Prisoners program. Together with the statute authorizing the program and the Education Department General Administrative Regulations (EDGAR), this package contains all of the information, application forms, and instructions needed to apply for an award under this competition.

The official document governing this competition is the Closing Date Notice published in the Federal Register on June 3, 2003. This notice also is available electronically at: [www.ed.gov/legislation/FedRegister](http://www.ed.gov/legislation/FedRegister) and [www.access.gpo.gov/nara](http://www.access.gpo.gov/nara).

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition, 84.255A.

## **Applicable Regulations**

The following regulations apply to the competition described in this application package:

- 35 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 85 (Government wide Debarment and Suspension (Nonprocurement) and Government side Requirements for Drug-Free Workplace Grants)
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)

## **Eligibility**

The following entities are eligible for an award under this program:

- (a) State or local correctional agencies.
- (b) State or local correctional education agencies.

### **Project Period**

The project period for this grant is up to 36 months.

### **Estimated Range of Awards**

We estimate that we will make 12 awards. Award amounts are estimated to range between \$315,000 and \$475,000 depending on the scope of the project. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

### **Application Due Date**

All applications must be postmarked on or before July 14, 2003 in order to be eligible for review. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Eastern Standard Time (EST) on July 14, 2003. Applications may also be submitted electronically through the Department's e-Applications pilot. Applications may not be emailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in circumstances described in the section of this application covering e-Applications (pages 19-20).

### **Grantee Meetings**

All applicants must budget for yearly attendance of the project directors' meeting and annual Office of Safe and Drug Free School National Conference. These meetings will usually be held in Washington, DC. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, and per diem for the project director and one additional attendee. Hotel costs in Washington DC in 2003 are \$150 per night and the allowance for meals and incidental expenses is \$46 per day.

### **Paperwork Burden Statement**

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1890-0009. The time required to complete the information collection is estimate to average 24 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW Room 3E318, Washington, DC 20202-6123.

## **II. Government Performance and Results Act (GPRA)**

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report its progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

**GOAL 1:** Create a culture of achievement

**GOAL 2:** Improve student achievement.

**GOAL 3:** Develop safe schools and strong character.

**GOAL 4:** Transform education into an evidence-based field.

**GOAL 5:** Enhance the quality and access to postsecondary and adult education.

**GOAL 6:** Establish management excellence.

The Secretary has established the following key performance measure for assessing the effectiveness of the Life Skills for State and Local Prisoners Program: the number of prisoners who attain measurable gains in one or more of the life skill domains (e.g., self-development, communication skills, job and financial skills development, education, interpersonal and family relationship development, stress and anger management or others) taught under these Life Skills projects. The Secretary has set an overall performance target that calls for the number of prisoners acquiring enhanced life skills from the cohort of Life Skills grant program projects initiated under this competition to increase by five percent annually.

In applying the selection criteria that follow for "Quality of project services" and for Quality of the project evaluation," the Secretary will take into consideration the extent to which the applicant demonstrates a strong capacity (1) to help achieve this target, and (2) to provide reliable data to the Department on the project's impact as measured by number of prisoners participating in Life Skills grants acquiring enhanced life skills.

### **III. Tips for Applicants**

#### **A. Before You Begin**

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
  - frequently asked questions in this application package; and
  - how to apply for a grant on our Web site at [www.ed.gov/offices/OSDFS](http://www.ed.gov/offices/OSDFS).
- Ask questions of the program contact if you don't understand how to proceed. Technical assistance is available to help you understand what is and is not allowable under this program.

#### **B. Preparing Your Application**

- Write thorough and clear program descriptions so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program.
- Ensure that your proposed expenditures are necessary to carry out your program.
- Do not request funds for miscellaneous purposes

#### **C. Submitting Your Application**

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized official of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-applications, follow the instructions on the e-Application Web site.

#### **D. What Happens Next?**

- In approximately two weeks after the transmittal date (depending on the volume of applications) you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you an assigned number. Please refer to this number if you need to contact us about your application.
- OSDFS staff screens each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of peer reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.
- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants may receive copies of the comments prepared by the peer reviewers.

## IV. Information and Requirements

### A. Background

According to the Bureau of Justice Statistics, the Nation's prisons and jails held more than 2 million inmates as of a June 30, 2002 census (1). This benchmark is a result of several decades of sustained growth in U.S. prison populations. In the twelve-month period prior to June 30, 2002, State prison populations grew by 12,440 inmates, while local jail populations grew more rapidly with a total increase of 34,235 inmates (2). Larger prison and jail populations inevitably lead to larger numbers of former inmates being returned to communities. During 2000, 571,000 offenders were released from State prisons. This figure increased by more than 40% since 1990 (3). Releases from jails dwarf these numbers, and these numbers are growing even more rapidly as the jail population increases at a faster rate than prison populations.

Many of those entering confinement today are recidivists. In the last major longitudinal study of released inmates sponsored by the U.S. Department of Justice, it was found that 67.5% of all individuals released from State prison confinement were rearrested within three years, and return to prison rates exceeded 50% within the three-year timeframe (4). Each recidivist represents severe social impact – lost productivity, pain and loss to crime victims, negative community impacts, children separated from parents, and the expense to governmental agencies to police, prosecute and incarcerate.

The Department of Education is engaged in an unprecedented attempt to address those factors that result in school failure under the No Child Left Behind Education Act of 2001. School dropouts and low literate adults are significantly over represented in the Nation's correctional populations. The President's educational reform agenda is expected to improve school performance and reduce dropping out. These improvements should affect future instances of first incarceration. However, early intervention strategies will not address the current population of offenders cycling through prisons and jails. For those individuals who have been incarcerated and who are released – educational attainment is a negative correlate with recidivism. The Department is pleased to support the work of local and State governmental agencies to address educational needs of inmates during the period of incarceration. These efforts should reduce the incidence of post-release criminal behavior and recidivism.

The Life Skills for State and Local Prisoners Program supports educational services to be provided by State and local agencies. These educational programs are intended to reduce recidivism. Program providers are to offer instruction in "life skills," a term defined by authorizing legislation to include "self-development, communication skills, job and financial skill development, education, interpersonal and family relationship development, and anger management." The Department makes special note of the statutory mandate to "give priority to programs that have the greatest potential for innovation, effectiveness, and replication in other systems, jails, and detention centers." This provision is particularly welcome within the context of the No Child Left Behind focus on what works.

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1 Bureau of Justice Statistics Bulletin, Prison and Jail Inmates at Midyear 2002, April 2003, NCJ 198877

2 Ibid.

3 Bureau of Justice Statistics, Reentry Trends in the United States, web based resource, October 25, 2002

4 Ibid.

## **B. Definitions**

For the purpose of this competition, terms used in this notice have the following meanings:

“Life skills” includes self-development, communication skills, job and financial skills development, education, interpersonal and family relationship development, and stress and anger management.

“Local correctional agency” means any agency of local government that provides corrections services to incarcerated adults.

“Local correctional education agency” means any agency of local government, other than a local correctional agency, that provides educational services to incarcerated adults.

“State correctional agency” means any agency of State government that provides corrections services to incarcerated adults.

“State correctional education agency” means any agency of State government, other than a State correctional agency, that provides educational services to incarcerated adults.

## **V. Priority and Selection Criteria**

### **A. Priorities**

ABSOLUTE PRIORITY: Under 34 CFR 75.105(c)(3), we will consider only applications that meet the following absolute priority: Grants for projects that assist State or local correctional agencies and State or local correctional education agencies in establishing and operating programs designed to reduce recidivism through the development and improvement of life skills necessary for reintegration of adult prisoners into society.

Invitational Priorities: Within the absolute priority, we are particularly interested in applications that meet one or more of the following invitational priorities.

#### Invitational Priority 1.

Projects that integrate life skills instruction and services under a comprehensive reentry plan with the State Serious and Violent Offender Reentry Initiative project funded by the U.S. Department of Justice.

#### Invitational Priority 2.

Projects that emphasize cognitive and interpersonal skills such as goal setting, developing strong family relationships, strengthening values, and enhancing social skills.

Under 34 CFR 75.105(c)(1) we do not give an application that meets the invitational priorities a competitive or absolute preference over other applications.

### **B. Selection Criteria**

We use the following selection criteria to evaluate applications for grants under this competition. The maximum score for all of these criteria is 100 points. The maximum score for each criterion or factor under that criterion is indicated in parentheses.

#### (1) Significance. (20 points)

In determining the significance of the proposed project, the following factors are considered:

- (i) The likelihood that the proposed project will result in system change or improvement.
- (ii) The potential contribution of the proposed project to the development and advancement of theory, knowledge, and practices in the field of study.
- (iii) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population.
- (iv) The extent to which the proposed project is likely to yield findings that may be utilized by other appropriate agencies and organizations.

#### (2.) Quality of the project design. (25 points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.
- (ii) 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.
- (iii) The extent to which the proposed project represents an exceptional approach for meeting statutory purposes and requirements.
- (iv) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replication of project activities or strategies, including information about the effectiveness of the approach or strategies employed by the project.
- (v) The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.

(3.) Quality of project services (25 points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (i) 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.
- (ii) The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice.
- (iii) 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.
- (iv) The extent to which the services to be provided by the proposed project involve the collaboration of appropriate partners for maximizing the effectiveness of project services.

(4.) Quality of the management plan. (10 points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (i) 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.

(5.) Quality of the project evaluation. (20 points)

In determining the quality of the design of the proposed project, the following factors are considered:

- (i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- (ii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.
- (iii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.
- (iv) The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.

## VI. Application Contents

### A. Preparing the Application

A completed application is necessary for consideration of this award program and must include:

- (1) all forms and assurances that must be submitted in order to receive a grant; and
- (2) a detailed narrative description of the proposed project and supporting budget.

### B. Organizing the Application

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier.

**1. ED Form 424.** This is the title page of your application. Make sure that block 4 identifies the number of this competition: CFDA# 84.255A.

**2. Table of Contents.** Include a one-page table of contents.

**3. Program Abstract.** Provide a one-page, double-spaced abstract that describes the need to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.

**4. Program Narrative.** Applicants should provide a program narrative that describes the proposed project, including the goals, objectives and activities. The narrative should address all criteria and all of the factors under each criterion. The narrative section should be limited to 25 typed pages. The pages must be numbered, double-spaced, printed only on one side, with a one-half inch margin. The font size should be no smaller than 12-point type. It is in the best interest of the applicants to ensure that the narrative section is easily read, logically developed in accordance with the selection criteria, and fully addresses each rating factor.

**5. Budget.** Use the Budget Information Form (ED Form 524), or facsimile, to prepare a complete budget for the project. Provide amounts for all major budget categories.

**6. Budget Narrative.** Applicants should provide a detailed explanation for all funds requested on the Budget Form (ED Form 524). Costs should be broken down according to the categories on the budget summary form. Explain the basis used to estimate all costs for each budget category. Provide a detailed explanation for any costs that appear unusual and describe how those costs relate to the proposed activities. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project.

### C. Assurances

This application package includes the following—Assurances-Non-Construction Programs Certification and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Standard Form 424B, ED 80-013). By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment, and environmental tobacco smoke. If a form is not applicable, please mark NA on it and return it with your application.

## **D. Appendices**

This section should include only supplemental information or required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes; letters of agreement with cooperating entities (if appropriate); summary evaluation results or other materials. DO NOT include budget or program narrative information in this section

The following items should be included as appendices to the application.

### **Equitable Access and Participation**

Section 427 of the General Education Provision Act (GEPA) affects applicants under this program. All applicants must include information in their applications to address this provision in order to receive funding under this program.

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

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers might prevent your students, teachers, etc. from such access to or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy. You may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or if appropriate, may be discussed in connection with related topics in the application. Each application should include this description in a clearly identified section of the appendix. It should support the discussion of similar issues in the narrative section of the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use Federal funds awarded to it to eliminate barriers it identifies.

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that the girls may be less likely than boys to enroll in the course might indicate how it intends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

[The paperwork burden for compliance with Section 427 of GEPA is recorded under OMB Control No. 1801-0004 (Expiration Date 11/30/2003). The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, 20202-4651.]

**Note: A statement about the applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement.**

Forms may be photocopied. Forms are also available electronically from the following Web site: <http://www.ed.gov/GrantApps/>.

**Other Attachments**

Other attachments are not encouraged. Supplemental materials such as videotapes, CD-ROMs, files on disks, commercial publications, press clippings, and testimonial letters will not be reviewed and will not be returned to the applicant.

## **VII. Frequently Asked Questions**

### **How do I know if my agency is eligible to apply for this grant?**

You agency is eligible to apply for this grant if it falls into one of the following four categories:

- a) State Correctional Agencies
- b) Local Correctional Agencies
- c) State Correctional Education Agencies
- d) Local Correctional Education Agencies

### **What activities are considered “Life Skills?”**

This program considers “life skills” to be skills necessary for an incarcerated person to reintegrate into society and includes self-development, communication skills, job and financial skills development, education, interpersonal, and family relationship development, and stress and anger management.

### **Can we get an extension of the deadline?**

No. A closing date may be changed under extraordinary circumstances. Any change must be announced in the Federal Register and apply to all applicants. Waivers for individual applications cannot be granted except in the circumstances described in e-Applications.

### **How does the Freedom of Information Act affect my application?**

The Freedom of Information Act (FOIA), enacted in 1966, provides that any person has the right to request access to Federal agency records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit [www.usdoj.gov/04foia/foiastat.htm](http://www.usdoj.gov/04foia/foiastat.htm).

### **Once my application has been reviewed by the review panel, can you tell me the outcome?**

No. While many applicants have legitimate reasons for wanting to know the outcome of the review prior to official notification (i.e. making job decisions and notifying contractors), we cannot share information about the review prior to final funding decisions and official notification.

### **Is travel allowed under this grant program?**

Travel necessary to carry out the project is allowed. Because we request the project directors of funded projects to attend an annual project directors’ meeting and the Office of Safe and Drug Free Schools annual conference, you should include at least two trips to Washington, DC in the travel budget. Travel to conferences is sometimes allowed when it is for purposes of dissemination or training.

### **Can I obtain copies of reviewers’ comments of my application?**

Yes. Reviewers’ comments will be mailed to unsuccessful applicants.

### **If my application receives a high score from reviewers, does that mean that I will automatically receive funding?**

Not necessarily. The office must consider the dollars available for this particular competition in conjunction with those applicants who received high scores. The order of selection, which is based on the ranked scores of all of the applications, the amount of funding available, and other relevant factors, determines the number of applications that can be funded.

**Is funding guaranteed for three years?**

While the intention of the program is to provide funding for three consecutive years, funding for years two and three is contingent upon final federal appropriations and substantial progress by the grantee in meeting project goals and objectives.

**What steps can I take to maximize my chances of receiving funding?**

-Read the application carefully and completely *before* preparing your application.

-Follow **all** instructions to ensure that you application is complete.

-Organize your application so that it clear, logical, and comprehensive. Remember that the panel can only score your application on what you submitted, so be sure that you present good, thorough, essential information.

-Include all forms and other requested information.

-Submit your application on time. Applications submitted after the closing date will not be considered for funding.

**What if I have a question or don't understand a portion or portions of the application?**

The Department's application packages contain detailed instructions on how to complete an application. However, if something is still not clear to you after reading the instructions, you may contact either John Linton ([John.Linton@ed.gov](mailto:John.Linton@ed.gov)) 202-260-7007 or Carlette Huntley ([Carlette.Huntley@ed.gov](mailto:Carlette.Huntley@ed.gov)) 202-260-7274.

## VIII. Instructions For Transmitting Applications

**Note:** Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553), the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

### **Pilot Project for Electronic Submission of Applications**

In Fiscal Year 2003, the U.S. Department of Education is continuing to expand its pilot project for electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. The Life Skills For State and Local Prisoners Program is one of the programs included in the pilot project. If you are an applicant under Life Skills for State and Local Prisoners Program, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-Application) portion of the Grant Administration and Payment System (GAPS). Users of e-Application will be entering data on-line while completing their applications. You may not e-mail a soft copy of a grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will be saved into a database. We request your participation in e-Application. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-Application, please note the following.

- Your participation is voluntary.
- You will not receive any additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit your application in paper format. When you enter the e-Application system, you will find information about its hours of operation.
- You may submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information—Non-Construction Programs (ED 524), and all necessary assurances and certifications.
- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) after following these steps.
  1. Print ED 424 from the e-Application system.
  2. The institution's Authorizing Representative must sign this form.
  3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.
  4. Fax the signed ED 424 to the Application Control Center at 202/260-1349.
- We may request that you give us original signatures on all other forms at a later date.
- Closing Date Extension in Case of System Unavailability: If you elect to participate in the e-Application pilot for Life Skills for State and Local Prisoners Program and you are prevented from submitting your application on the closing date because the e-Application system is

unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. For us to grant this extension:

- (1) You must be a registered user of e-Application, and have initiated an e-Application for this competition; and
- (2) (a) The e-Application system must be unavailable for 60 minutes or more between the hours of 8:30am and 3:30pm (Eastern Time), on the deadline date; or
- (2) (b) The e-Application system must be unavailable for any period of time during the last hour of operation (that is, for any period of time between 3:30pm and 4:30pm (Eastern Time)) on the deadline date. The Department must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension you must contact either (1) John Linton ([John.Linton@ed.gov](mailto:John.Linton@ed.gov)) /202-260-7007; (2) Carlette Huntley ([Carlette.Huntley@ed.gov](mailto:Carlette.Huntley@ed.gov)) / 202-260-7274; or (3) the e-Grants help desk at 888/336-8930.

You may access the electronic grant application for the Life Skills For State and Local Grants Program at <http://e-grants.ed.gov/>.

We have included additional information about the e-Application pilot project (see Parity Guidelines between Paper and Electronic Applications) elsewhere in this package.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

#### If You Send Your Application by Mail

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including one additional copy of your application. Mail your application to U.S. Department of Education, Application Control Center, Attention: CFDA #84.255A, ROB 3 – Room 3671, 7<sup>th</sup> and D Streets, SW, Washington, DC 20202-4725.

You must show one of the following as proof of mailing.

1. A legibly dated U.S. Postal Service postmark
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
3. A dated shipping label, invoice, or receipt from a commercial carrier
4. Any other proof of mailing acceptable to the Secretary

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing.

1. A private metered postmark
2. A mail receipt that is not dated by the U.S. Postal Service

### If You Deliver Your Application by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30pm (Eastern Time) on or before July 14, 2003. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Deliver your application to U.S. Department of Education, Application Control Center, Attention: CFDA #84.255A, ROB 3 – Room 3671, 7<sup>th</sup> and D Streets, SW, Washington, DC 20202-4725.

**The Application Control Center accepts application deliveries daily between 8:00am and 4:30pm (Eastern Time), except Saturdays, Sundays, and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.**

### If You Submit Your Application Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov/>) by 4:30pm (Eastern Time) on the deadline date.

The regular hours of operation of the e-Grants Web site are 6:00am until 12:00 midnight (Eastern Time) Monday-Friday and 6:00am until 7:00pm (Eastern Time) Saturdays. The system is unavailable on the second Saturday of every month, Sundays, and Federal holidays. Please note that on Wednesdays the Web site is closed for maintenance at 7:00pm (Eastern Time).

### Notes

1. The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.
2. If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you. If you do not receive the notification of application receipt within 15 days from the date of mailing the application, you should call the U.S. Department of Education Application Control Center at 202/708-9493.
3. If your application is late, we will notify you that we will not consider the application.
4. You must indicate on the envelope and, if not provided by the Department, in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number, and suffix letter, if any, of the competition under which you are submitting your application.
5. If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgement when we receive your application.

### Parity Guidelines Between Paper and Electronic Applications

In Fiscal Year 2003, the U.S. Department of Education is continuing to expand the pilot project that allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-Application, allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-Application, visit the following address: <http://e-grants.ed.gov/>.

Users of e-Application, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of a grant application to us. If you participate in this voluntary pilot project by submitting an application electronically,

the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project continues the Department's transition to an electronic grant award process. In addition to e-Application, the Department plans to expand the number of discretionary programs using the electronic peer review (e-Reader) system and to increase the participation of discretionary programs offering grantees the use of the electronic annual performance reporting (e-Reports) system. To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines.

- Submit your application on 8 ½" by 11" paper.
- Leave a one-inch margin on all sides.
- Use consistent font throughout your document. You also may use boldface type, underlining, and italics. However, please do not use colored text.
- Please also use black and white for illustrations, including charts, tables, graphs, and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

### **Number of Copies of Applications**

If submitting in paper, applicants are required to submit one signed original and two copies of their applications (**unbound**). To expedite our review of your application, you also are requested to submit one additional copy, but are not required to do so and will not be penalized.

**Special Note:** Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the instructions for "Applications Delivered by Hand."

### **Grant Application Receipt Acknowledgement**

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call the U.S. Department of Education's Application Control Center at (202) 708-9493.

## IX. Intergovernmental Review of Federal Programs

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One objective of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism by relying on processes for State and local governments for coordination and review of proposed Federal financial assistance. Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing of the Single Point of Contacts for each State is included in this application package. **A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by August 13, 2003, to the following address: The Secretary, EO 12372--CFDA# 84.255A, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30pm (Eastern Time) on August 13, 2003. Please do not send applications to this address.

Note: The following list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to Sherron Duncan at 202/395-3120 at the Office of Management and Budget and to the State in question. Changes to the list will only be made upon formal notification by the State. The list also is published biannually in the Catalog of Federal Domestic Assistance.

### State Single Points of Contact

#### ARKANSAS

Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 West 7<sup>th</sup> Street, Room 412  
Little Rock, AR 72203  
Phone: 501/682-1074  
Fax: 501/682-5206  
E-mail: [tlcopeland@dfa.state.ar.us](mailto:tlcopeland@dfa.state.ar.us)

#### CALIFORNIA

Grants Coordination  
State Clearinghouse  
Office of Planning and Research  
P.O. Box 3044, Room 222  
Sacramento, CA 95812-3044  
Phone: 916/445-0613  
Fax: 916/323-3018  
E-mail: [state.clearinghouse@opr.ca.gov](mailto:state.clearinghouse@opr.ca.gov)

#### DELAWARE

Charles H. Hopkins  
Executive Department  
Office of the Budget  
540 South Dupont Highway, 3<sup>rd</sup> Floor  
Dover, DE 19901  
Phone: 302/739-3323  
Fax: 302/739-5661  
E-mail: [chopkins@state.de.us](mailto:chopkins@state.de.us)

#### DISTRICT OF COLUMBIA

Luisa Montero-Diaz  
Office of Partnerships and Grants Development  
Executive Office of the Mayor  
District of Columbia Government  
441 4<sup>th</sup> Street, NW, Suite 530 South  
Washington, DC 20001  
Phone: 202/727-8900  
Fax: 202/727-1652  
E-mail: [opgd.eom@dc.gov](mailto:opgd.eom@dc.gov)

**FLORIDA**

Jasmine Raffington  
Florida State Clearinghouse  
Department of Community Affairs  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100  
Phone: 850/922-5438  
Fax: 850/414-0479  
E-mail: [clearinghouse@dca.state.fl.us](mailto:clearinghouse@dca.state.fl.us)

**GEORGIA**

Georgia State Clearinghouse  
270 Washington Street, SW  
Atlanta, GA 30334  
Phone: 404/656-3855  
Fax: 404/656-7901  
E-mail: [gach@mail.opb.state.ga.us](mailto:gach@mail.opb.state.ga.us)

**ILLINOIS**

Virginia Bova  
Dept. of Commerce and Community Affairs  
James R. Thompson Center  
100 West Randolph, Suite 3-400  
Chicago, IL 60601  
Phone: 312/814-6028  
Fax: 312/814-8485  
E-mail: [ybova@commerce.state.il.us](mailto:ybova@commerce.state.il.us)

**IOWA**

Steven R. McCann  
Division of Community and Rural Development  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, IA 50309  
Phone: 515/242-4719  
Fax: 515/242-4809  
E-mail: [steve.mccann@ided.state.ia.us](mailto:steve.mccann@ided.state.ia.us)

**KENTUCKY**

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1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601  
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Fax: 502/573-2512  
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**MAINE**

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State Planning Office  
184 State Street, 38 State House Station  
Augusta, ME 04333  
Phone: 207/287-3261  
Fax: 207/287-6489  
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**MARYLAND**

Linda Janey  
Manager, Clearinghouse and Plan Review Unit  
Maryland Office of Planning  
301 West Preston Street, Room 1104  
Baltimore, MD 21201-2305  
Phone: 410/767-4490  
Fax: 410/767-4480  
E-mail: [linda@mail.op.state.md.us](mailto:linda@mail.op.state.md.us)

**MICHIGAN**

Richard Pfaff  
Southeast Michigan Council of Governments  
535 Griswold, Suite 300  
Detroit, MI 48226  
Phone: 313/961-4266  
Fax: 313/961-4869  
E-mail: [pfaff@semcog.org](mailto:pfaff@semcog.org)

**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
1301 Woolfolk Building, Suite E  
501 North West Street  
Jackson, MS 39201  
Phone: 601/359-6762  
Fax: 601/359-6758

**MISSOURI**

Angela Boessen  
Federal Assistance Clearinghouse  
Office of Administration  
P.O. Box 809  
Truman Building, Room 840  
Jefferson City, MO 65102  
Phone: 573/751-4834  
Fax: 573/522-4395  
E-mail: [igr@mail.oa.state.mo.us](mailto:igr@mail.oa.state.mo.us)

**NEVADA**

Heather Elliott  
Department of Administration  
State Clearinghouse  
209 East Musser Street, Room 200  
Carson City, NV 89701  
Phone: 775/684-0209  
Fax: 775/684-0260  
E-mail: [helliott@govmail.state.nv.us](mailto:helliott@govmail.state.nv.us)

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director  
New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
2½ Beacon Street  
Concord, NH 03301  
Phone: 603/271-2155  
Fax: 603/271-1728  
E-mail: [jtaylor@osp.state.nh.us](mailto:jtaylor@osp.state.nh.us)

**NEW MEXICO**

Ken Hughes  
Local Government Division  
Room 201, Bataan Memorial Building  
Santa Fe, NM 87503  
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Fax: 505/827-4948  
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**NORTH CAROLINA**

Jeanette Furney  
Department of Administration  
1302 Mail Service Center  
Raleigh, NC 27699-1302  
Phone: 919/807-2323  
Fax: 919/733-9571  
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**NORTH DAKOTA**

Jim Boyd  
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600 East Boulevard Avenue, Dept. 105  
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Phone: 701/328-2094  
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**RHODE ISLAND**

Kevin Nelson  
Department of Administration  
Statewide Planning Program  
One Capitol Hill  
Providence, RI 02908-5870  
Phone: 401/222-2093  
Fax: 401/222-2083  
E-mail: [knelson@doa.state.ri.us](mailto:knelson@doa.state.ri.us)

**SOUTH CAROLINA**

Omeagia Burgess  
Budget and Control Board  
Office of State Budget  
1122 Ladies Street, 12<sup>th</sup> Floor  
Columbia, SC 29201

Phone: 803/734-0494  
Fax: 803/734-0645  
E-mail: [aburgess@budget.state.sc.us](mailto:aburgess@budget.state.sc.us)

**TEXAS**

Denise S. Francis  
Director, State Grants Team  
Governor's Office of Budget and Planning  
P.O. Box 12428  
Austin, TX 78711  
Phone: 512/305-9415  
Fax: 512/936-2681  
E-mail: [dfrancis@governor.state.tx.us](mailto:dfrancis@governor.state.tx.us)

**UTAH**

Carolyn Wright  
Utah State Clearinghouse  
Governor's Office of Planning and Budget  
State Capitol, Room 114  
Salt Lake City, UT 84114  
Phone: 801/538-1535  
Fax: 801/538-1547  
E-mail: [cwright@gov.state.ut.us](mailto:cwright@gov.state.ut.us)

**WEST VIRGINIA**

Fred Cutlip  
Director, Community Development Division  
West Virginia Development Office  
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Charleston, WV 25305  
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Fax: 304/558-3248  
E-mail: [fcutlip@wvdo.org](mailto:fcutlip@wvdo.org)

**WISCONSIN**

Jeff Smith  
Section Chief, Federal/State Relations  
Wisconsin Department of Administration  
101 East Wilson Street, 6<sup>th</sup> Floor  
P.O. Box 7868  
Madison, WI 53707  
Phone: 608/266-0267  
Fax: 608/267-6931  
E-mail: [jeffrey.smith@doa.state.wi.us](mailto:jeffrey.smith@doa.state.wi.us)

**AMERICAN SAMOA**

Pat M. Galea'i  
Federal Grants/Programs Coordinator  
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Office of the Governor/Dept. of Commerce  
American Samoa Government  
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Fax: 684/633-4195  
E-mail: [pmgaleai@samoatelco.com](mailto:pmgaleai@samoatelco.com)

**GUAM**

Director  
Bureau of Budget and Management Research  
Office of the Governor  
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Phone: 011-671-472-2285  
Fax: 011-671-472-2825  
E-mail: [jer@ns.gov.gu](mailto:jer@ns.gov.gu)

**PUERTO RICO**

Jose Caballero/Mayra Silva  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
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San Juan, PR 00940-1119  
Phone: 787/723-6190  
Fax: 787/722-6783

**NORTH MARIANA ISLANDS**

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**VIRGIN ISLANDS**

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2<sup>nd</sup> Floor  
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## **IX. APPENDICES AND FORMS**

## SEC. 313. NATIONAL LITERACY ACT AMENDMENTS.

Section 601 of the National Literacy Act of 1991 is amended to read as follows:

### `SEC. 601. FUNCTIONAL LITERACY AND LIFE SKILLS PROGRAMS FOR STATE AND LOCAL PRISONERS.

`(a) ESTABLISHMENT- The Secretary is authorized to make grants to eligible entities to assist such entities in establishing, improving, and expanding a demonstration or system-wide functional literacy program.

`(b) PROGRAM REQUIREMENTS- (1) To qualify for funding under subsection (d), each functional literacy program shall--

`(A) to the extent possible, make use of advanced technologies, such as interactive video- and computer-based adult literacy learning; and

`(B) include--

`(i) a requirement that each person incarcerated in the system, prison, jail, or detention center who is not functionally literate, except a person described in paragraph (2), shall participate in the program until the person--

`(I) achieves functional literacy, or in the case of an individual with a disability, achieves a level of functional literacy commensurate with his or her ability;

`(II) is granted parole;

`(III) completes his or her sentence; or

`(IV) is released pursuant to court order; and

`(ii) a prohibition on granting parole to any person described in clause (i) who refuses to participate in the program, unless the State parole board determines that the prohibition should be waived in a particular case; and

`(iii) adequate opportunities for appropriate education services and the screening and testing of all inmates for functional literacy and disabilities affecting functional literacy, including learning disabilities, upon arrival in the system or at the prison, jail, or detention center.

`(2) The requirement of paragraph (1)(B)(i) may not apply to a person who--

`(A) is serving a life sentence without possibility of parole;

`(B) is terminally ill; or

`(C) is under a sentence of death.

`(c) ANNUAL REPORT- (1) Within 90 days after the close of the first calendar year in which a literacy program authorized by subsection (a) is placed in operation, and annually for each of the 4 years thereafter, a grantee shall submit a report to the Secretary with respect to its literacy program.

`(2) A report under paragraph (1) shall disclose--

`(A) the number of persons who were tested for eligibility during the preceding year;

`(B) the number of persons who were eligible for the literacy program during the preceding year;

`(C) the number of persons who participated in the literacy program during the preceding year;

`(D) the names and types of tests that were used to determine functional literacy and the names and types of tests that were used to determine disabilities affecting functional literacy;

`(E) the average number of hours of instruction that were provided per week and the average number per student during the preceding year;

`(F) sample data on achievement of participants in the program, including the number of participants who achieved functional literacy;

`(G) data on all direct and indirect costs of the program; and

`(H) information on progress toward meeting the program's goals.

`(d) COMPLIANCE GRANTS- (1) The Secretary shall make grants to eligible entities that elect to establish a program described in subsection (a) for the purpose of assisting in carrying out the programs, developing the plans, and submitting the reports required by this section.

`(2) An eligible entity may receive a grant under this subsection if the entity--

`(A) submits an application to the Secretary at such time, in such manner, and containing such information as the Secretary may require;

`(B) agrees to provide the Secretary--

`(i) such data as the Secretary may request concerning the cost and feasibility of operating the functional literacy programs authorized by subsection (a), including the annual reports required by subsection (c); and

`(ii) a detailed plan outlining the methods by which the provisions of subsections (a) and (b) will be met, including specific goals and timetables.

`(e) LIFE SKILLS TRAINING GRANTS- (1) The Secretary is authorized to make grants to eligible entities to assist them in establishing and operating programs designed to reduce recidivism through the development and improvement of life skills necessary for reintegration into society.

`(2) To receive a grant under this subsection, an eligible entity shall--

`(A) submit an application to the Secretary at such time, in such manner, and containing such information as the Secretary shall require; and

`(B) agree to report annually to the Secretary on the participation rate, cost, and effectiveness of the program and any other aspect of the program on which the Secretary may request information.

`(3) In awarding grants under this subsection, the Secretary shall give priority to programs that have the greatest potential for innovation, effectiveness, and replication in other systems, jails, and detention centers.

`(4) Grants awarded under this subsection shall be for a period not to exceed 3 years, except that the Secretary may establish a procedure for renewal of the grants under paragraph (1).

`(f) DEFINITIONS- For the purposes of this section--

`(1) the term `eligible entity' means a State correctional agency, a local correctional agency, a State correctional education agency, and a local correctional education agency;

`(2) the term `functional literacy' means at least an eighth grade equivalence or a functional criterion score on a nationally recognized literacy assessment; and

`(3) the term `life skills' includes self-development, communication skills, job and financial skills development, education, interpersonal and family relationship development, and stress and anger management.

**IMPORTANT NOTICE TO  
PROSPECTIVE PARTICIPANTS IN  
U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

**GRANTS**

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

**Failure to meet a deadline will mean that an applicant will be rejected without any consideration.**

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service also is available in microfiche on the same Web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access: <http://www.access.gpo.gov/nara/>. Depository Library location and Federal Register services: [http://www.archives.gov/federal\\_register/index.html](http://www.archives.gov/federal_register/index.html).

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register. Questions regarding submission of applications may be addressed to: U.S. Department of Education, Application Control Center, Washington, D.C. 20202-4725.

**CONTRACTS**

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFPs are now available on-line for downloading at the following Web site: <http://www.ed.gov/offices/OCFO/contracts/2cbd.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD

may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371.

In addition, the Commerce Business Daily is available on-line for free at the following Web site: <http://cbdnet.access.gpo.gov/>. The Federal Acquisition Regulations are available on-line at the following Web site: <http://www.arnet.gov/far/>.

## **GRANT APPLICATION RECEIPT ACKNOWLEDGMENTS**

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at 202/708-9493.

## **GRANT AND CONTRACT FUNDING INFORMATION**

The Department of Education provides information about grant and contract opportunities electronically in several ways:

Department of Education Web site - <http://www.ed.gov/>  
Office of the Chief Financial Officer Web Page – <http://www.ed.gov/offices/OCFO/>

## **D-U-N-S NUMBER INSTRUCTIONS**

The D-U-N-S Number is a unique nine-digit number provided by Dun & Bradstreet that does not convey any information about the recipient. A built-in check helps to ensure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 800/333-0505 or by completing a D-U-N-S Number Request Form on the Internet at the following Web site: <http://www.dnb.com/>.

For Further Information Contact:

John Linton or Carlette Huntley

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Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) @ 1-800-877-8339 Monday through Friday between 8:00 a.m. and 8:00 p.m. (EDT).

Information about other funding opportunities, including copies of application notices for discretionary grants competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Service (under Announcements, Bulletins, and Press Releases); or on the World Wide Web at <http://www.ed.gov/money.html>.

**APPLICATION PACKAGE CHECKLIST**  
**APPLICATIONS MUST BE TRANSMITTED NO LATER**  
**THAN**  
**July 14, 2003**

**CHECK:**

\_\_\_\_\_ The Application Title Page has been completed according to the instructions on the back of the title page.

\_\_\_\_\_ The Application Title Page has been **signed and dated by an authorized official** and the signed original has been included with your submission.

\_\_\_\_\_ If submitting in paper, submit one (1) signed original and two (2) copies of the application. Applicants are requested but not required to submit an additional copy of the application. **All sections of the application must be suitable for photocopying to be included in the review (at least one copy of the application should be unbound and suitable for photocopying).**

EACH COPY OF THE APPLICATION SHOULD INCLUDE THE FOLLOWING SECTIONS:

**The Application**

\_\_\_\_\_ the title page form  
\_\_\_\_\_ table of contents  
\_\_\_\_\_ one-page abstract  
\_\_\_\_\_ narrative  
\_\_\_\_\_ the budget information form  
\_\_\_\_\_ detailed budget justification

**The Appendix**

\_\_\_\_\_ project personnel (optional)  
\_\_\_\_\_ partner commitments (optional)  
\_\_\_\_\_ certifications and assurances  
\_\_\_\_\_ GEPA 427

**ADDRESS AND DEADLINE TRANSMITTAL DATE**

U.S. Department of Education  
Application Control Center  
Attention: **CFDA# 84.255A**  
Room 3671, Regional Office Building 3  
7th & D Streets, SW  
Washington, DC 20202-4725  
Telephone: 202-708-9493

**All applications must be transmitted by July 14, 2003.**