

Archived Information

**Grants to Reduce Alcohol Abuse
Information and Application Procedures
FY 2004**

Application Deadline: April 9, 2004



**OMB No. 1890-0009 Expiration Date: 06/30/2005
(CFDA # 84.184A)**

**Frequently Asked Questions
Page 25**

**U.S. Department of Education
Office of Safe and Drug-Free Schools Program**

February 24, 2004

Dear Applicant:

Thank you for your interest in applying for a Grant to Reduce Alcohol Abuse.

This grant program is authorized by the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act (NCLB) of 2001. NCLB represents the President's education reform plan and contains the most sweeping changes to ESEA since it was enacted in 1965. NCLB changes the federal government's role in kindergarten through grade 12 education by asking America's schools to describe their success in terms of what each student accomplishes.

The act contained the President's four basic education reform principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

We encourage you to consider the four important principles embodied in NCLB as you develop your application.

We look forward to receiving your application for support under the Grants to Reduce Alcohol Abuse Program.

Sincerely,

Deborah A. Price
Deputy Under Secretary
Office of Safe and Drug-Free Schools

TABLE OF CONTENTS

I.	Overview and Background Information.....	6
II.	Government Performance and Results Act (GPRA).....	9
III.	Tips for Applicants.....	10
IV.	Program Specific Information and Requirements.....	12
	Definitions	
	Authorizing Legislation	
	Grantee Meetings	
V.	Application Information and Selection Criteria.....	15
	Background	
	Priority	
	Selection Criteria	
VI.	Application Contents	19
	Preparing the Application	
	Organizing the Application	
	GEPA 427	
	Assurances and Certifications	
VII.	Application Transmittal Instructions	24
VIII.	Intergovernmental Review.....	26
IX.	Frequently Asked Questions.....	27
X.	Application Checklist.....	29
XI.	Other Information and Required Forms.....	31

I. OVERVIEW AND BACKGROUND INFORMATION

We will award grants to local educational agencies (LEAs) to develop and implement innovative and effective projects to reduce alcohol abuse in secondary schools.

Authority

This competition is authorized under Title IV, Part A, Subpart 2, Section 4129 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001. (Public Law 107-110).

Note to Applicants

This is a complete application package for the Grants to Reduce Alcohol Abuse competition. Together with the statute authorizing the program and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document governing this competition is the Closing Date Notice published in the Federal Register on *February 24, 2004*. This notice also is available electronically at: www.gpoaccess.gov/nara/index.html

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition, 84.184A.

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 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)
- 43 CFR Part 84 (Government-wide Requirements for Drug-Free Workplace (Financial Assistance))
- 34 CFR Part 85 (Government wide Debarment and Suspension (Nonprocurement))
- 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)
- 34 CFR Part 299 (General Provisions)

Eligibility

Local educational agencies are the **only eligible applicants** under this competition.

Project Period

Projects will be funded for up to three years—contingent upon substantial progress by the grantee each year and the availability of future funds.

Note: Applicants requesting three-year projects must submit Form 524 and a detailed budget narrative for each of the three years. Failure to submit a request for funding for each of the three years will result in no funds being awarded for those years.

Estimated Range of Awards

Under this program, an estimated 11 awards will be made. Projects will be funded for approximately \$250,000 to \$750,000 per year depending on the scope of work. The 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

We are requiring that applications for grants under the Grants to Reduce Alcohol Abuse competition, CFDA # 84.184A, be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-GRANTS system. The e-GRANTS system is accessible through its portal page at: <http://e-grants.ed.gov>. If you are unable to submit an application through the e-GRANTS system, you may submit a written request for a waiver of the electronic submission requirement. In your request, you should explain the reason or reasons that prevent you from using the Internet to submit your application. Address your request to: Ethel F. Jackson, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E308, FB6, Washington, D.C. 20202-6450. Please submit your request no later than two weeks before the application deadline date.

If within two weeks of the application deadline date, you are unable to submit an application electronically, you must submit a paper application that is postmarked on or before **April 9, 2004**. Paper applications must include a written request for a waiver documenting the reasons that prevented you from using the Internet to submit your application. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 p.m. Washington, D.C. time on **April 9, 2004**.

Under very extraordinary circumstances the Department may change the closing date for a competition. When this occurs, the Secretary announces 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 the circumstances described in the closing date notice under the Pilot Project for Electronic Submission of Applications.

Technical Assistance in Preparing Applications

Information about applying for grants from the Office of Safe and Drug-Free Schools is available on-line at www.ed.gov/about/offices/list/osdfs/resources.html. Click on Grant Application Technical Assistance Resources at the bottom of the page. Applicants may also consult an on-line resource developed by the Center for Substance Abuse Prevention called the Prevention Decision Support System (DSS) at: <http://modelprograms.samhsa.gov/template.cfm> .

D-U-N-S Number Instructions

Please provide the applicant's D-U-N-S Number. You can obtain your D-U-N-S Number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<http://www.dnb.com/dbis/aboutdb/intlduns.htm>

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S numbers to over 43 million companies worldwide.

Please note that you must have a D-U-N-S number in order to receive a grant award.

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 estimated to average 28 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 Program, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E324, Washington, DC 20202-6450.

II. THE GOVERNMENT PERFORMANCE AND RESULTS ACT

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 their 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 a Evidence-Based Field.
- GOAL 5:** Enhance the quality and access to Postsecondary and Adult Education.
- GOAL 6:** Establish Management Excellence.

Under GPRA, three measures have been developed for evaluating the overall effectiveness of the Grants to Reduce Alcohol Abuse competition:

- (1) the percentage of grantees whose target students show a measurable decrease in binge drinking;
- (2) the percentage of grantees that show a measurable increase in the percentage of target students who believe that alcohol abuse is harmful to their health; and
- (3) the percentage of grantees that show a measurable increase in the percentage of target students who disapprove of alcohol abuse.

These three measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these three outcomes in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their annual performance reports about progress toward these goals.

We strongly encourage grantees to use a qualified evaluator to design and implement an evaluation of the project that can provide reliable data on the performance measures for this program.

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
 - How to apply for a grant on our web site at:
<http://www.ed.gov/about/offices/list/osdfs/resources.html>
- Ask questions of the program contact if you don't understand how to proceed. Technical assistance will be provided about what is and is not allowable under this program.

B. Preparing your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your project 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. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

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 representative of your organization.
- Note that we are requiring electronic submission of applications for these funds. If you cannot submit your application via the Internet, follow the instruction in this package for requesting a waiver.

D. What Happens Next?

- Since this is an electronic application, 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).
- OSDFS staff screen 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 expert 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 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 will receive copies of the peer review comments.

IV. PROGRAM SPECIFIC INFORMATION AND REQUIREMENTS

Equitable Participation

LEAs that receive a grant are required to provide for the equitable participation of eligible private school children and their teachers or other educational personnel. In order to ensure that grant program activities address the needs of private school children, timely and meaningful consultation with appropriate private school officials must occur during the design and development of the program. Administrative direction and control over grant funds must remain with the grantee.

Maintenance of Effort:

LEAs may receive a grant only if the State educational agency finds that the combined fiscal effort per student or the aggregate expenditures of the agency and the State with respect to the provision of free public education by the agency for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year.

Rural and Low-Income Applicants

An additional factor we consider in selecting an application for an award is rural and low-income status. Applications from rural and low-income applicants will be read and scored separately and up to 25 percent of the available funds will be reserved for awards to these LEAs. **Note that to be considered under these provisions, applicants must be both rural and low-income.** If you wish to be considered under these provisions, please indicate clearly on the first page of your application in the program abstract that you are applying as a rural and low-income applicant.

The following is a suggested definition of rural and low-income that has been used by this program in a previous competition; however, LEAs that want to be considered as rural and low-income applicants may provide other supporting evidence of their status as rural and low-income. A rural and low-income LEA is one (a) that is designated with a locale code of 6, 7, or 8, as determined by the Department's National Center for Education Statistics (NCES); and (b) in which 20 percent or more of the children ages 5 through 17 years served by the LEA are from families below the poverty line. Locale codes of 6, 7, and 8 are rural sites described as follows:

- (1) locale code 6: a large town [an incorporated place or a Census-designated place (CDP) with a population of at least 25,000 and located outside a consolidated metropolitan statistical area (CMSA) or metropolitan statistical area (MSA)];
- (2) locale code 7: a small town [an incorporated place or CDP with a population between 2,500 and 24,999 and located outside a CMSA or MSA]; or
- (3) locale code 8: any incorporated place, CDP, or non-place territory designated as rural by the U.S. Bureau of the Census.

You may check your LEA's status as rural and low income at the following web address:
<http://www.ed.gov/programs/reaprlisp/eligibility.html>

You may substitute certification by the State educational agency that the LEA is located in an area defined as rural by a governmental agency of the State. Other evidence of rural and low-income status may also be used. You must provide a clear and comprehensive discussion of factors used to determine your LEA's eligibility for consideration as rural and low income. Failure to do so will result in the application being read in the pool of non-rural and non-low income applicants.

Definition

The term "secondary school" means a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under State law, except that the term does not include any education beyond grade 12.

Annual Report

Successful applicants are required to submit an annual report concerning the effectiveness of the programs and activities funded under the grant.

Grantee Meetings

Applicants are required to include sufficient funds in the travel budget for the project director and one other person to attend the annual 3-day OSDFS National Conference held in Washington, D.C. Applicants must also budget for one person to attend a two-day meeting of project directors in Washington, D.C. Grant funds may be used to pay all expenses associated with attending the meetings.

Technical Assistance Meetings

In addition to the ED grantee meetings, applicants should budget for travel, hotel and subsistence for up to four individuals to attend: a four-day grantee technical assistance (TA) meeting within the first month following award of the grant and a four-day TA meeting every four months thereafter (i.e., three TA meetings per year) for each year of the grant. Grant funds may be used to pay all expenses associated with attending the on-going TA meetings. As these meetings may take place in many regions of the country, applicants should budget accordingly.

Technical Assistance

Grantees will receive technical assistance throughout the active life of the grant. This assistance will take multiple forms from meetings and workshops to telephone consultation, printed materials and other forms of networking to share ideas and identify resources. The focus of this assistance will include such things as planning for and implementing selected innovative strategies and programs, establishing community

coalitions, developing local support for the project, establishing measurable goals and objectives, planning and implementing a rigorous process and outcome evaluation of the project, and other evaluation issues.

V. APPLICATION INFORMATION AND SELECTION CRITERIA

Background

Underage drinking is a pervasive health problem for our Nation's youth. In a recent paper, the American Medical Association stressed the need to keep children alcohol free, highlighting the fact that the average age of a first drink in America is 12 and that this behavior is preventable. The National Centers for Disease Control and Prevention (CDC) states that alcohol use is: 1) a factor in about half of all deaths from motor vehicle crashes and from intentional injuries; 2) linked to physical fights, academic and occupational problems and illegal behavior; 3) associated with liver disease, cancer and cardiovascular disease and neurological damage in the case of long-term use; and 4) associated with psychiatric disorders such as depression, anxiety and antisocial personality disorder. CDC reports that since 1991, current use of alcohol has remained steady at about half of all high school students with nearly one third of all 9th to 12th grade students reporting episodic heavy drinking.

The following national statistics help to define the underage drinking problem:

- The 2000 National Household Survey on Drug Use and Health conducted by the Substance Abuse and Mental Health Services Administration (SAMHSA) reported that approximately 9.7 million drinkers were youth ages 12 to 20 and that of this number, 18.7 percent (6.6 million) were binge drinkers and 6 percent (2.1 million) were heavy drinkers. Binge alcohol rates were 1.0 percent for 12 year olds, 3.0 percent for 13 year olds, and 6.0 percent for 14 year olds.
- Survey results reported in an Office of National Drug Control Policy fact sheet indicate that 45 percent of students in grade 6 to 8 had used alcohol within the previous year. The number is 71 percent for grades 9 to 12.
- According to a January 1998 report by the National Institutes of Health, young people who began drinking before age 15 are four times more likely to develop alcohol addiction than those who began drinking at age 21.
- A study by the University of Missouri indicated that alcohol has been a factor in 50 to 65 percent of all suicides among youth.
- According to the National Highway Traffic Safety Administration (NHTSA), statistics show that although persons of 15 to 20 years of age in 1995 comprised 7.1 percent of licensed drivers, they accounted for 14.9 percent of all driver fatalities.
- Motor vehicle fatalities are the number 1 killer of teenagers and other young adults according to the Centers for Disease Control's Vital Statistics Mortality data, 1994. NHTSA reported more than 35 percent of such fatalities involving 15

to 20 year olds are alcohol related.

These statistics clearly show that underage drinking is a major concern in the health and well being of America's youth.

The purpose of the Grants to Reduce Alcohol Abuse program is to provide resources for LEAs to develop and implement innovative and effective alcohol abuse prevention programs for secondary school students. Under this program local educational agencies may compete for a grant to implement activities that include one or more proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA).

Statutory Priority

Under the Elementary and Secondary Education Act, as amended, Title IV, Part A, Subpart 2, Section 4129, this grant competition focuses on projects that develop and implement innovative and effective alcohol abuse prevention programs in secondary schools.

IN ORDER TO RECEIVE FUNDING, PROJECTS MUST MEET THE ABOVE STATUTORY PRIORITY, IN ADDITION TO THE FOLLOWING STATUTORY REQUIREMENTS.

Statutory Requirements

The statute requires each applicant to:

- (1) Describe the activities to be carried out under the grant;
- (2) Provide an assurance that such activities will include one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration;
- (3) Explain how activities to be carried out under the grant that are not described in (2) above will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities; and
- (4) Provide an assurance that the applicant will submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant.

For the purpose of this grant competition, "proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration (SAMHSA)" are those strategies found at www.samhsa.gov that have evidence of reductions in alcohol use among secondary students. A partial list is given in Section IX of this application package.

The statute directs ED to develop procedures to make the application process for grants more user-friendly, particularly for low-income and rural local educational agencies. We

have chosen to address this requirement by (1) decreasing the number of elements under the selection criteria thereby decreasing the application burden; (2) providing two sources of technical assistance to help applicants prepare their application; and (3) reading and scoring rural and low income applicants in a separate pool.

SELECTION CRITERIA

The following criteria will be used to evaluate applications submitted for funding under this competition. The maximum score for all of these criteria is 100 points.

1) Need for project (25 points)

In determining the need for the proposed project the following factor is considered:

The magnitude or severity of the problem to be addressed by the proposed project.

Note: Under this criterion we will look for evidence that the applicant has conducted alcohol use surveys among the secondary students who will be served by the grant and can provide data on incidences of binge drinking and 30-day and one-year alcohol use prevalence. In the absence of student surveys, applicants may submit data on disciplinary referrals for alcohol consumption among the secondary school students who will be served by the grant.

2) Significance (25 Points)

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

(a) The likelihood that the proposed project will result in system change or improvement;

(b) The extent to which the proposed project is likely to build local capacity to provide, improve, and expand services that address the needs of the target population.

Note: We expect the applicant to describe the current alcohol prevention program in operation in the target schools, explain the proposed changes that will be implemented, and provide a clear link between improved student outcomes in terms of alcohol use and the proposed program.

3) Quality of the project design (25 Points)

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

- (a) The extent to which the design of the program reflects up-to-date knowledge from research and effective practice
- (b) 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.

Note: Under this criterion we will look for a detailed and comprehensive description of the proposed program the applicant proposes to implement with these funds, and explanation of the program's basis in research and effective practice, and a description of how the applicant proposes to document the effectiveness of the proposed program.

4) **Quality of the project evaluation (25 points)**

In determining the quality of the evaluation, the following factors are considered:

- (a) 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.
- (c) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

Note: Under the criterion we will look for the applicant's plan to provide reliable data that measures changes in student perceptions and behavior including binge drinking, perceptions of harmful effects of alcohol use, and disapproval of alcohol abuse.

VI. APPLICATION CONTENTS

A. Preparing the Application

A completed application for assistance under this competition consists of two parts:

- (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 the budget to support it.

Applicants should carefully review the Selection Criteria for information on items that must be covered in the narrative description. A panel of nonfederal readers with experience in school-based prevention programs or other youth development specialty will review each eligible application submitted by the deadline.

The panel will award up to a total of one hundred points for the selection criteria based on the quality and completeness of the narrative description. In describing the proposed project, applicants should take care to provide a comprehensive response to each factor under the selection criteria. Applications that fail to do so will be read, but experience suggests they may not score well enough to be funded.

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. Note that applications submitted electronically must follow the format given in the e-Application system. The system will then organize the information automatically.

1. Application for Federal Assistance (ED Form 424)

In item 4 of ED Form 424, clearly identify the Catalog of Federal Domestic Assistance (CFDA) Number and Title of the competition under which funds are being requested. Please include the following: **CFDA #84.184A.**

2. Table of Contents

Provide an itemized listing of each section of the application package, including page numbers.

3. Program Abstract

Clearly mark this page with the applicant/organizational name as shown in Item 1 of ED 424. The abstract should not exceed one page and should provide a concise and accurate description of the proposed project including its objectives, approaches to be used, and its

expected outcomes. If the applicant wishes to be considered under the provisions for a rural and low-income LEA, please include the following bold heading on the Program Abstract page: **PROGRAM ABSTRACT FOR A RURAL AND LOW-INCOME LEA.**

4. Program Narrative

Applicants should organize the Program Narrative according to the Selection Criteria specified in Section IV. The narrative should address all the criteria and all of the factors under each criterion. **The narrative should also address all the statutory requirements listed in Section IV, especially certifying that 1) one or more proven strategies determined by SAMHSA will be used, and 2) an annual report will be submitted about the effectiveness of the programs and activities funded under the grant.** The narrative should also address the private school participation and maintenance of effort requirements described in Section II.

The pages of the narrative section must be numbered and should be limited to 25 typed pages, font size 12, double-spaced, printed only on one side, with a 1 inch margin on all sides. It is in the best interest of applicants to ensure that the narrative statement is easy to read, logically developed in accordance with selection criteria, and fully addresses each rating factor.

5. Budget Form

Use the Budget Information Form (ED Form 524). Provide amounts for major budget categories. Note that a budget must be submitted for each year in which funds are requested. **Failure to supply a budget for each year of the project will result in no funding for those years.**

6. Budget Justification

Include a detailed budget narrative that lists the amounts and sources of all funds, both Federal and non-Federal, that supports and explains the information provided in the Budget Information Form (ED Form 524). Expenditures should be broken down according to the categories on the budget summary form. Provide an explanation of how the indirect cost rate was determined, whether a state-assigned rate or a rate negotiated with the applicant's cognizant agency. You must have an approved rate in order to charge indirect costs to your grant budget. All expenditures must be necessary to carry out the goals and objectives of the program, reasonable for the scope and complexity of the program, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

Explain the basis used to estimate certain costs for travel supplies, contractual or other, and any costs that may appear unusual; and how the major cost items relate to the proposed project activities. The Budget Information Form and accompanying 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. Do not change the expenditure categories.

C. Assurances

This application package includes the following— Standard Form 424B, Assurances -- Non-Construction Programs, ED 80-0013 -- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, ED 80-0014 -- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, and the Program Specific Assurances that need to be signed and returned with the application. **By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment and environmental tobacco smoke.**

D. Appendices and Forms

This section should contain any supplementary information that applicants may choose to submit in support of applicant's capacity and preparation to undertake the proposed project. These documents may include resumes, letters of agreement with cooperating entities, if appropriate, evaluation results, or other materials. **Do not include budget or program narrative information in this section.**

The ED Forms required to submit the application package are available electronically at the following web site:

www.ed.gov/fund/grant/apply/appforms/appforms.html

General Education Provisions Act (GEPA) Section 427

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION, SUMMARIZED BELOW, IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Section 427 requires each applicant for funds (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 section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others, from equitable access or participation. Your description 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.

NOTE: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

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 the Federal funds awarded to it to eliminate barriers it identifies.

Examples

The following examples 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 will 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 girls may be less likely than boys to enroll in the course, might indicate how it tends 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.

Paperwork Burden Statement for GEPA 427

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 GEPA 427 is OMB No. 1890-0009. The time required to complete GEPA 427 is estimated to average 1.5 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 3E324, Washington, DC 20202-6450.

Forms

The following forms are required in all applications and are included in this package:

- Application for Federal Education Assistance (ED Form 424)
- Budget Information Form (ED Form 524)
- Assurances – Non-Construction Programs (Standard Form 424B)
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Lower Tier Covered Transactions (ED Form 80-0014)

VII. APPLICATION TRANSMITTAL INSTRUCTIONS

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. This program requires electronic submission of applications, and has specific requirements and waiver instructions in the Federal Register notice published on February 24. You may view this document on the Internet at the following site: <http://www.ed.gov/news/fedregister>

An original and two copies of an application for an award must be mailed or hand-delivered by the application deadline date unless it is submitted electronically.

Applications Submitted 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 4:30 p.m. (Washington, D.C. time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, D.C. time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, D.C. time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Applications Delivered by Mail:

Applications sent by mail must be addressed to:

**U.S. Department of Education
Application Control Center
Attention: CFDA Number 84.184A
Room 3671
Regional Office Building 3
400 Maryland Avenue, SW.
Washington, D.C. 20202-4725**

Applicants must show proof of mailing consisting of one of the following:

- (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 U.S. Secretary of Education

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service

Applicants should note that 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.

If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgment to you. If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 708-9493.

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.

If your application is late, we will notify you that we will not consider the application.

Applications Delivered by Hand or Courier Service

An application that is hand-delivered must be taken to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.184A
Room 3671
Regional Office Building 3
7th & D Streets, SW.
Washington, D.C. 20202-4725**

The Application Control Center accepts deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time), except Saturdays, Sundays and Federal holidays.

The Center accepts application deliveries must use the D Street entrance only. A person delivering an application must show identification to enter the building.

VIII. INTERGOVERNMENTAL REVIEW

This grant competition is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and to strengthen federalism. The Executive Order relies on processes developed by 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 State under the Executive Order. **The name and address of each State Single Point of Contact is contained 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 *June 9, 2004* at the following address: The Secretary, E.O.12372--CFDA 84.184A, U.S. Department of Education, Room 6213, 400 Maryland Avenue, SW, Washington, D.C. 20202-0125.

Recommendations or comments may be hand delivered until 4:30 p.m. (Washington, D.C. time) on *June 9, 2004*.

PLEASE NOTE THAT THE ABOVE ADDRESS IS NOT THE SAME ADDRESS AS THE ONE TO WHICH THE APPLICANT SUBMITS ITS COMPLETED APPLICATION. DO NOT SEND APPLICATIONS TO THIS ADDRESS.

IX. FREQUENTLY ASKED QUESTIONS

1. Is there any legislative restriction on how grant funds may be used?

YES. The legislative language restricts the use of funds to activities, programs, and strategies to reduce alcohol abuse in **secondary schools**. **Individual State law defines the term “secondary school”**. For example, if your State defines secondary schools to include grades 7 and 8, you may provide services with grant funds in these grades. However, if your State defines secondary school as grades 9-12, you may not use grant funds to provide programs/services in grades 7 and 8.

2. May I use grant funds to implement other activities besides a model program identified by the Substance Abuse and Mental Health Services Administration (SAMHSA)?

YES. Grant funds may be used to carry out other activities that are not associated with a SAMHSA model program. Applicants must describe how such activities will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities. In addition to these other activities, at least one SAMHSA model program must be implemented as well.

3. May I use national data to support the need for a grant in my district?

NO. You must provide data to show the need or severity of the problem in the student population targeted to receive services under the proposed project.

4. Do I need to collect outcome data on the students served by the grant?

YES. There is a legislative requirement to submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant. In addition, under the Government Performance and Results Act (GPRA), three measures have been developed for evaluating the overall effectiveness of these grants.

5. Has the definition of “Rural and Low-Income Local Education Agency” (LEA) changed from what was used in the past?

YES. Applicants may use a suggested definition of rural and low-income LEA which is found in the application package **or** rural and low-income applicants may provide other supporting evidence of their status as rural and low-income.

6. My district has a high concentration of families with incomes below the poverty line, however, we are in a suburban area. May we apply for consideration as a rural and low-income applicant?

NO. Applicants must be both rural and low income in order to qualify as a rural and low-income applicant.

7. None of the programs on the SAMHSA list address what we think are the needs in our school population. May we substitute another agency's model program?

NO. The authorizing legislation requires that you use at least one of the proven strategies for reducing underage alcohol abuse as determined by SAMHSA.

8. How is secondary school defined?

A secondary school is a nonprofit institutional day or residential school, including a public secondary charter school, that provides secondary education as determined under State law.

X. APPLICATION CHECKLIST

Use This Checklist in Preparing the Application Package:

- _____ Each page of the application is numbered consecutively.
- _____ Applicant has/has not indicated intent to apply as a rural and low-income entity.
- _____ If the applicant has received a waiver to submit the application in hard copy, all forms that require a signature are signed in **black** ink.
- _____ Application for Federal Education Assistance (ED Form 424) has been completed according to the instructions and includes the nine-digit DUNS Number and Tax Identification Number. **(Applications submitted through the electronic process must fax all required forms with signatures to the ACC at (202) 260-1349 within three days of electronic submission.)**
- _____ A one-page project abstract
- _____ A narrative description of the project
- _____ An assurance that one or more SAMHSA identified proven strategies will be used.
- _____ An assurance that an annual report concerning the effectiveness of grant activities will be submitted.
- _____ A budget summary page and supporting budget narrative. **(Separate budgets and supporting narrative must be submitted for each year funding is requested.)**
- _____ All applications must include the required forms, assurances and certifications.
Required forms listed below:
 - (1) ED 424 – Application for Federal Assistance and Instructions
 - (2) ED 524 – Budget Information, Non-Construction Programs and Instructions
 - (3) SF 424B – Assurances, Non-Construction Programs
 - (4) ED80-0013 – Certifications Regarding Lobbying; Debarment, Suspension & Other Responsibility Matters; and Drug-Free Workplace Requirements
 - (5) ED80-0014 – Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tier Covered Transactions
 - (6) ED80-0016 – Certification of Eligibility for Federal Assistance in Certain Programs
 - (7) SF LLL – Disclosure of Lobbying Activities and Instructions
- _____ GEPA Section 427 Requirement

_____A copy of the letter to the State Singe Point of Contact (see pages 27-31)

XI. OTHER INFORMATION AND FORMS

AUTHORIZING LEGISLATION

ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965

as amended by NO CHILD LEFT BEHIND ACT OF 2001

SEC. 4129. GRANTS TO REDUCE ALCOHOL ABUSE.

(a) **IN GENERAL-** The Secretary, in consultation with the Administrator of the Substance Abuse and Mental Health Services Administration, may award grants from funds made available to carry out this subpart under section 4003(2), on a competitive basis, to local educational agencies to enable such agencies to develop and implement innovative and effective programs to reduce alcohol abuse in secondary schools.

(b) **ELIGIBILITY-** To be eligible to receive a grant under subsection (a), a local educational agency shall prepare and submit to the Secretary an application at such time, in such manner, and containing such information as the Secretary may require, including

- (1) a description of the activities to be carried out under the grant;
- (2) an assurance that such activities will include one or more of the proven strategies for reducing underage alcohol abuse as determined by the Substance Abuse and Mental Health Services Administration;
- (3) an explanation of how activities to be carried out under the grant that are not described in paragraph (2) will be effective in reducing underage alcohol abuse, including references to the past effectiveness of such activities;
- (4) an assurance that the applicant will submit to the Secretary an annual report concerning the effectiveness of the programs and activities funded under the grant; and
- (5) such other information as the Secretary determines appropriate.

(c) **STREAMLINING OF PROCESS FOR LOW-INCOME AND RURAL LEAS-** The Secretary, in consultation with the Administrator of the Substance Abuse and Mental Health Services Administration, shall develop procedures to make the application process for grants under this section more user-friendly, particularly for low-income and rural local educational agencies.

(d) **RESERVATIONS-**

(1) **SAMHSA-** The Secretary may reserve 20 percent of any amount used to carry out this section to enable the Administrator of the Substance Abuse and Mental Health Services Administration to provide alcohol abuse resources and start-up assistance to local educational agencies receiving grants under this section.

(2) **LOW-INCOME AND RURAL AREAS-** The Secretary may reserve

percent of any amount used to carry out this section to award grants to low-income and rural local educational agencies.

STATE SINGLE POINT OF CONTACT

In accordance with Executive Order #12372, this listing represents the designated State Single Points of Contact. Because participation is voluntary, some States and Territories no longer participate in the process. These include: Alabama, Alaska, American Samoa, Colorado, Connecticut, Hawaii, Idaho, Kansas, Louisiana, Massachusetts, Minnesota, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Oregon, Pennsylvania, South Dakota, Tennessee, Vermont, Virginia, and Washington.

However, an applicant is still eligible to apply for a grant or grants even if its respective State, Territory, or Commonwealth does not have a State Single Point of Contact.

Contact information for Federal agencies that award grants can be found in [Appendix IV of the Catalog of Federal Domestic Assistance](#).

<p><u>ARKANSAS</u> Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Admin. 1515 W. 7th St., Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 Fax: (501) 682-5206 tlcopeland@dfa.state.ar.us</p>	<p><u>CALIFORNIA</u> Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 Fax: (916) 323-3018 state.clearinghouse@opr.ca.gov</p>
<p><u>DELAWARE</u> Sandra R. Stump Executive Department Office of the Budget 540 S. Dupont Highway, 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 Fax: (302) 739-5661 sandy.stump@state.de.us</p>	<p><u>DISTRICT OF COLUMBIA</u> Luisa Montero-Diaz Office of Partnerships and Grants Development Executive Office of the Mayor District of Columbia Government 441 4th Street, NW, Suite 530 South Washington, DC 20001 Telephone: (202) 727-8900 Fax: (202) 727-1652 opgd.eom@dc.gov</p>
<p><u>FLORIDA</u> Lauren P. Milligan Florida State Clearinghouse Florida Dept. of Environmental Protection 3900 Commonwealth Blvd., Mail Station 47 Tallahassee, Florida 32399-3000</p>	<p><u>GEORGIA</u> Barbara Jackson Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 Fax: (404) 656-7901 gach@mail.opb.state.ga.us</p>

<p>Telephone: (850) 245-2161 Fax: (850) 245-2190 Lauren.Milligan@dep.state.fl.us</p>	
<p><u>ILLINOIS</u> Roukaya McCaffrey Department of Commerce and Economic Opportunities 620 East Adams, 6th Floor Springfield, Illinois 62701 Telephone: (217) 524-0188 Fax (217) 558-0473 roukaya_mccaffrey@illinoisbiz.biz</p>	<p>IOWA Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 Fax: (515) 242-4809 steve.mccann@ided.state.ia.us</p>
<p>KENTUCKY Ron Cook Department for Local Government 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 Fax: (502) 573-2512 ron.cook@mail.state.ky.us</p>	<p>MAINE Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 (direct) (207) 287-1461 Fax: (207) 287-6489 joyce.benson@state.me.us</p>
<p><u>MARYLAND</u> Linda C. Janey, J.D. Director, Capital Plng. & Devel. Review Maryland Department of Planning 301 West Preston Street, Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 Fax: (410) 767-4480 linda@mail.op.state.md.us</p>	<p>MICHIGAN Richard Pfaff Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 Fax: (313) 961-4869 pfaff@semcog.org</p>
<p>MISSISSIPPI Cathy Mallette Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762</p>	<p><u>MISSOURI</u> Angela Boessen Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Truman Building, Room 840 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 Fax: (573) 522-4395</p>

<p>Fax: (601) 359-6758</p>	<p>igr@mail.oa.state.mo.us</p>
<p><u>NEVADA</u> Heather Elliott Department of Administration State Clearinghouse 209 E. Musser Street, Room 200 Carson City, Nevada 89701 Telephone: (775) 684-0209 Fax: (775) 684-0260 helliott@govmail.state.nv.us</p>	<p><u>NEW HAMPSHIRE</u> Jeffrey H. Taylor Director, New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2-1/2 Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 Fax: (603) 271-1728 jtaylor@osp.state.nh.us</p>
<p><u>NEW MEXICO</u> Ken Hughes Local Government Division Room 201 Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 Fax: (505) 827-4948 khughes@dfa.state.nm.us</p>	<p><u>NEW YORK</u> Linda Shkreli Office of Public Security Homeland Security Grants Coordination 633 3rd Avenue New York, NY 10017 Telephone: (212) 867-1289 Fax: (212) 867-1725</p>
<p><u>NORTH DAKOTA</u> Jim Boyd Division of Community Services 600 East Boulevard Ave, Dept 105 Bismarck, North Dakota 58505-0170 Telephone: (701) 328-2094 Fax: (701) 328-2308 jboyd@state.nd.us</p>	<p><u>RHODE ISLAND</u> Kevin Nelson Department of Administration Statewide Planning Program One Capitol Hill Providence, Rhode Island 02908- 5870 Telephone: (401) 222-2093 Fax: (401) 222-2083 knelson@doa.state.ri.us</p>
<p><u>SOUTH CAROLINA</u> SC Clearinghouse Budget and Control Board Office of State Budget 1201 Main Street, Suite 950 Columbia, South Carolina 29201 Telephone: (803) 734-0494 Fax: (803) 734-0645</p>	<p><u>TEXAS</u> Denise S. Francis Director, State Grants Team Governor's Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 Fax: (512) 936-2681</p>

clearinghouse@budget.state.sc.us	dfrancis@governor.state.tx.us
<p><u>UTAH</u> Clare Walters Utah State Clearinghouse Governor's Office of Planning and Budget State Capitol, Room 116 Salt Lake City, Utah 84114 Telephone: (801) 538-1555 Fax: (801) 538-1547 cwalters@utah.gov</p>	<p><u>WEST VIRGINIA</u> Fred Cutlip, Director Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 Fax: (304) 558-3248 fcutlip@wvdo.org</p>
<p><u>WISCONSIN</u> Jeff Smith Section Chief, Federal/State Relations Wisconsin Department of Administration 101 East Wilson Street, 6th Floor P.O. Box 7868 Madison, Wisconsin 53707 Telephone: (608) 266-0267 Fax: (608) 267-6931 jeffrey.smith@doa.state.wi.us</p>	
<p><u>AMERICAN SAMOA</u> Pat M. Galea'i Federal Grants/Programs Coordinator Office of Federal Programs/Office of the Governor Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155 Fax: (684) 633-4195 pmgaleai@samoatelco.com</p>	<p><u>GUAM</u> Director Bureau of Budget and Mgmt. Research Office of the Governor P.O. Box 2950 Agana, Guam 96910 Telephone: 011-671-472-2285 Fax: 011-472-2825 jer@ns.gov.gu</p>
<p><u>NORTH MARIANA ISLANDS</u> Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289</p>	<p><u>PUERTO RICO</u> Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940-1119</p>

Fax: (670) 664-2272 omb.jseman@saipan.com	Telephone: (787) 723-6190 Fax: (787) 722-6783
VIRGIN ISLANDS Ira Mills Director, Office of Management and Budget #41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 Fax: (340) 776-0069 irmills@usvi.org	

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
 Office of Management and Budget
 New Executive Office Building, Suite 6025
 725 17th Street, NW
 Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the [CFDA](#).

SAMHSA Programs Addressing Alcohol Abuse Among Youth

Model Programs	Effective Programs	Promising Programs
Project Northland	Big Brothers-Big Sisters of America	Preventive Alcohol Education Program
Start Taking Alcohol Risks Seriously (STARS) for Families	Class Action	Plan a Safe Strategy (P.A.S.S) Program
Communities Mobilizing for Change on Alcohol	Friendly PEERsuasion	Teams-Games-Tournaments Alcohol Prevention
Creating Lasting Family Connections	Sembrando Salud	
Border Binge Drinking Reduction Program	SMART Leaders	Asian Youth Alliance
Guiding Good Choices		Bilingual/Bicultural Counseling and Support Services
LifeSkills Training		Kids Intervention with Kids in School
Lions-Quest Skills for Adolescence		Peer Assistance and Leadership
Project ALERT		Prevention Dimensions Program
Too Good for Drugs		Project Venture
Project SUCCESS		Teenage Health Modules
Project Toward No Drug Abuse		
Reconnecting Youth		

Model programs are effective programs whose developers have the capacity and have coordinated and agreed with CSAP to provide quality materials, training, and technical assistance to practitioners who wish to adopt their programs. That help is essential to ensure that the program is carefully implemented, and maximizes the probability for repeated effectiveness.

Effective programs are prevention programs that produce a consistent positive pattern of results. Only programs that have been able to demonstrate these positive effects under rigorous experimental or quasi-experimental designs are considered effective.

Promising programs provide useful and scientifically defensible information about what works in prevention, but have yet to gather sufficient scientific support to standards set for Effective/Model programs. Promising programs are sources of guidance for prevention practitioners and designers, albeit Promising programs may not be as prepared as Model programs for large-scale dissemination.

This matrix was developed in collaboration with SAMHSA/CSAP National Registry of Effective Prevention Programs (NREPP) as a guide for applicants. Programs listed here have been shown to be effective in reducing alcohol use among youth. Other programs may be appropriate depending on how your state defines a secondary school. For a complete list of Model, Effective, and Promising Programs along with descriptions of program content and target audience, visit the following web site: www.modelprograms.samhsa.gov.

Applicants must identify at least one of these SAMHSA programs for implementation as part of their grant-funded project and explain why it is appropriate for their students. Note that selections must be limited to programs that focus on alcohol abuse prevention among secondary school students.

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

(If you send your application by mail or if you or your courier deliver it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you.) If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, call:

**U.S. Department of Education
Application Control Center
(202) 708-9493**

(If your application is late, we will notify you that we will not consider the application.)

GRANT AND CONTRACT FUNDING INFORMATION

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

ED Internet Home Page <http://www.ed.gov>

OCFO Web Page Internet <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

DUNS NUMBER INSTRUCTIONS

Please provide the applicant's D-U-N-S Number. If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

<http://www.dnb.com/dunsno/whereduns.htm>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure 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 a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to over 43 million companies worldwide.

TAX IDENTIFICATION NUMBER INSTRUCTIONS

Enter the tax identification number as assigned by the Internal Revenue Service.

**IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS
IN U.S. DEPARTMENT OF EDUCATION
GRANT AND CONTRACT 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 url: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service is also 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

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 Federal 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 RFP's are now available on-line for downloading at the following url: <http://www.ed.gov/fund/contract/apply/currfp.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 url: <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 url: <http://cbdnet.access.gpo.gov/>. The Federal Acquisition Regulations are available on-line at the following url: <http://www.arnet.gov/far/>.

ED FORM 5348, 10/01

REQUIRED FORMS
FOR
GRANTS TO REDUCE ALCOHOL ABUSE

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

- ED 424** – Application for Federal Assistance and Instructions
- ED 524** – Budget Information, Non-Construction Programs and Instructions
- SF 424B** – Assurances, Non-Construction Programs
- ED80-0013** – Certifications Regarding Lobbying; Debarment, Suspension & Other Responsibility Matters; and Drug-Free Workplace Requirements
- ED80-0014** – Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion – Lower Tier Covered Transactions
- ED80-0016** – Certification of Eligibility for Federal Assistance in Certain Programs
- SF LLL** – Disclosure of Lobbying Activities and Instructions
- Survey on Ensuring Equal Opportunity for Applicants**

For further information contact:

Ethel Jackson

Office of Safe and Drug-Free Schools
U.S. Department of Education
400 Maryland, SW
Room 3E308
Washington, DC 20202-6400

Phone: (202) 260-2812

Email: ethel.jackson@ed.gov

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 grant 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/fund/grant/find/edlite-forecast.html>