# TECHNOLOGY CHECK

Welcome! The webinar will begin shortly…

In the meantime, please take a couple of minutes to prepare your technology for the session:

There is no call-in line for this webinar. All audio will stream from your computer. Please check your speakers to ensure that the volume is turned up to a comfortable listening level.

Participants will not be able to speak during this webinar; however, we will answer questions that participants submit in the Q&A panel.
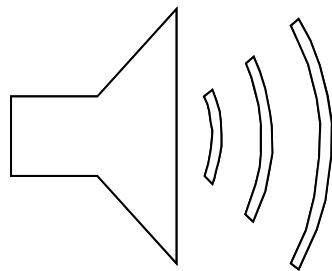
FY 2018 SRSA Application Webinar

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Introduction

Mr. Eric Schulz

Agenda

- Webinar Objectives

- Webinar Procedures

- Pre-Application Overview

- How to Access the SRSA Application

- Overview of Grants.gov Workspaces

- FY 2018 SRSA Application Forms

- Conclusion & Questions

Webinar Objectives

At the conclusion of this webinar, participants will

- Understand the pre-application steps for the SRSA grant application
- Understand how to access the SRSA application in Grants.gov
- Know who to contact if they have technical questions about Grants.gov Workspace
- Know what information to insert into the required form fields for each SRSA application form
- Know how to submit the SRSA application
- Understand the submission confirmation process and how to track an SRSA application in Grants.gov

Webinar Procedures

- All attendees will be muted throughout the webinar.

- Please submit your questions in the Q&A panel.

- We will take time throughout the webinar to answer questions submitted through the Q&A panel.

- Please email **REAP@ed.gov** if you experience technical difficulties during the webinar.

Pre-Application Overview

Mr. Eric Schulz

Pre-Application Overview

LEAs need the following <u>before using Grants.gov</u> to apply for federal grants:
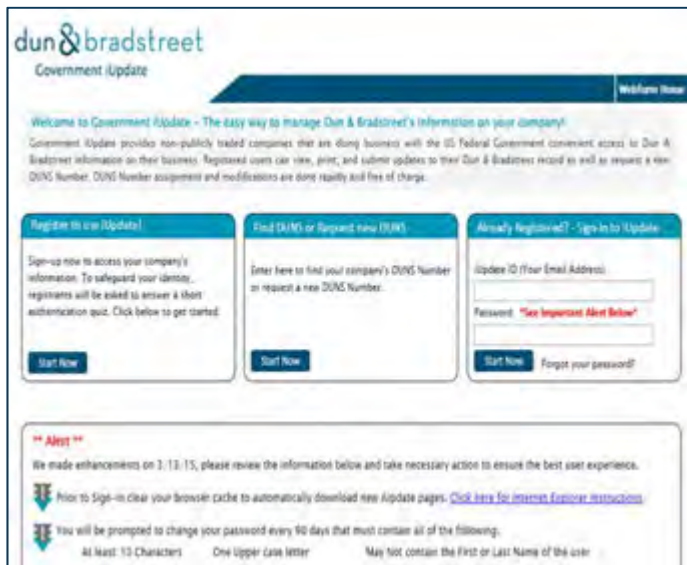
1. Data Universal Numbering System (DUNS) Number

2. Active System for Award Management (SAM) registration

LEAs need the following <u>in Grants.gov</u> to apply for federal grants:

1. **Grants.gov Account**: You only need one. Uses unique email, username & password.

2. **Profile(s)**: A user profile corresponds to an applicant organization (i.e. an applicant) that the user represents. Users may have multiple profiles within one Grants.gov account.

1. Pre-application: **Acquire a DUNS number**

- Register with DNB at **http://fedgov.dnb.com/webform**
- Requires TIN from IRS and organization information
- You will be issued a **DUNS number**
- Takes 1 – 2 business days
- DNB Hotline: 1-800-234-3867

2. Pre-application: **Register DUNS number in SAM**

- Use DUNS to register with SAM at **www.SAM.gov**
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- Establish Marketing Partner Identification Number (**MPIN**)
- Takes 7 – 10 business days
- SAM Hotline: 1-866-606-8220

SAM registration data is transferred to Grants.gov

- Organization data, EBiz POC information, and MPIN are electronically transferred from SAM to Grants.gov

- The organization is set up in Grants.gov and people within the organization are now able to register with Grants.gov and add profile to associate with organization

- **NOTE: EBiz POC must <u>renew (reactivate) SAM registration annually</u>**

3. Pre-Application: Register in Grants.gov

4. Pre-application: **Create Workspace Profile**

Profile associates you with organization.

EBiz POC assigns roles to your profile.

EBiz Point of Contact, AOR role, Manage Workspace role

- Each organization has one EBiz POC

- EBiz POCs are assigned in SAM

- EBiz POC approves Authorized Organization Representatives (AORs)

- AORs are allowed to submit grant applications on behalf of their organization

- One organization can have many users with AOR role

Questions? Call Grants.gov: 1-800-518-4726

How to Access the SRSA Application in Grants.gov

Mr. Eric Schulz

Searching for the SRSA Application

Using the Grants.gov Search Fields
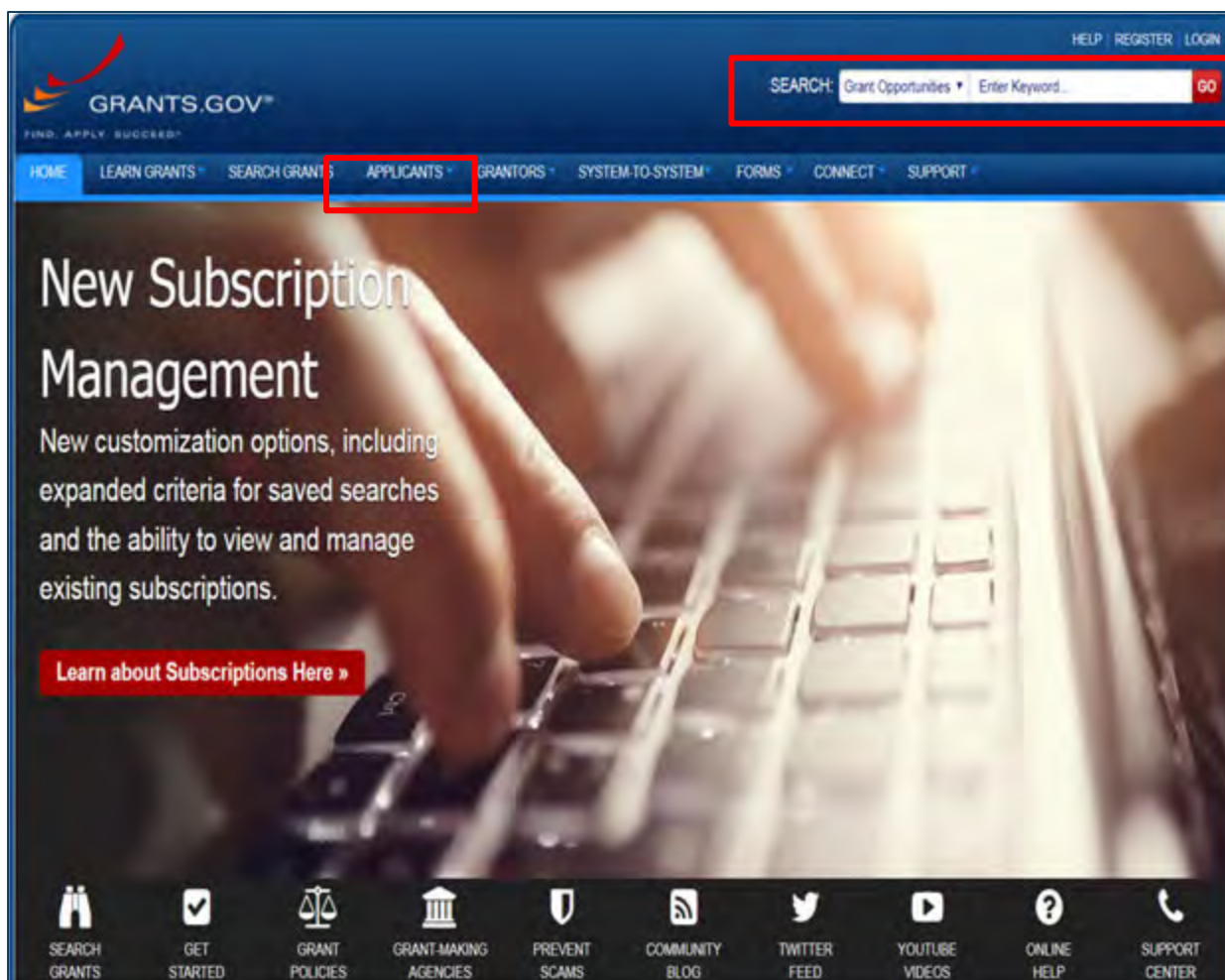
Insert Funding Opportunity Number **ED-GRANTS-022018-001** or key word **Rural Education** in search box on Grants.gov.

Searching for the SRSA Application
Search Results

Select Opportunity Number: **ED-GRANTS-022018-001**

Preview Application and Apply

- Click on the Package tab in order to download the Application Package and the Application Instructions

- Click Preview link to access read-only forms and application instructions

- Click Apply to apply

Preview Application and Apply

Log in to create a workspace to apply on Grants.gov

Overview of Grants.gov Workspace

Mr. Eric Schulz

Completing Workspace Forms

Key Actions:

- Fill out webforms

- Lock/unlock forms

Completing Webforms

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk

Completing Webforms

- Open text entry
- Drop-down menu
- Dates/calendar

Completing Webforms

- Radio buttons (multiple choice)

- Attach files within online form

Completing Webforms

More Features:

- Hover mouse over form fields for help

- Error messages explain how to fill out form fields

Completing Webforms

More Features:

- Autosave occurs every 5 minutes

- Complete SF-424 first to pre-populate form fields and save time

Completing Webforms

- **Save**: Stores your form data & attachments to Workspace

- **Check for Errors**: Form validation & field-level errors

- **Close**: Exits the online form

Workspace: Submit Application

Process:

- User with AOR role submits

- Workspace Owner or user with AOR role may choose to Reopen Workspace

After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt

  - The date/time stamp is the official time of submission

  - Document your Grants.gov Tracking Number

- You will also receive email confirmations from Grants.gov

Submission Confirmation Messages

Receipt Email

- Your application has been received by Grants.gov

- Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission

- **OR** Rejection Due to Errors with a description of issue

Transmission to Agency

- The Agency has picked up your application from Grants.gov

Agency Emails

- You will receive an email confirmation from the Department that has your *PR Award Number*.

Tracking Your Application

Details Tab of Submitted Workspace

- Track your application status and information by accessing the **Details tab** of the submitted Workspace

- **Download link** provides a zip file of the submission

Questions?

Grants.gov Hotline: 1-800-518-4726

FY 2018 SRSA Application Forms

Ms. Bonny Long

Complete SRSA Application In Grants.gov

The application package consists of the following forms:

- ❏ Application for Federal Assistance (SF-424) [V2.1]
- ❏ ED GEPA 427 Form
- ❏ U.S. Department of Education Budget Information Non-Construction Programs
- ❏ Assurances for Non-Construction Programs (SF-424B)
- ❏ ED SF-424 Supplement
- ❏ Disclosure of Lobbying Activities (SF-LLL)
- ❏ Grants.gov Lobbying Form

SF 424 – Application for Federal Assistance

Note: Webform may appear different

SF 424 – Application for Federal Assistance

1. *Type of Submission:* Check "Application"
2. *Type of Application:* Check "New"
3. *Date Received:* Enter current date
4. *Applicant Identifier:* Enter LEA's NCES ID (This is a mandatory field.)
8a. *Legal Name:* Enter LEA Name
8b. Enter LEA Employer ID/Tax ID
8c: *Organizational DUNS:* Enter LEA DUNS
8d: *Address:* Enter LEA Physical Address (use nine-digit zip code)
8f: Enter name and contact information of 1st LEA point of contact (usually Business Manager)
9. *Type of Applicant:* Select "G. Independent School District"
10. Name of Federal Agency is pre-populated
12. Funding Opportunity Number is pre-populated
15. *Descriptive Title of Applicant's Project:* Enter "SRSA Application"
16. *Congressional District*: Enter Congressional District in the format of "SS-NNN"
17. Select the following for START: 7/1/2018 END: 9/30/2019
18. *Estimated Funding*: Enter "0" for fields a-e
19: Check "c. Program is not covered by E.O. 12372"
20: Check Yes or No, as applicable. If yes, attach explanation.
21: *Authorized Representative*: Read and check box; Name and contact information of Authorized Representative (usually Superintendent)

General Education Provisions Act (GEPA) Form

This form is not optional. You must upload a PDF version of your GEPA statement with your application.

The General Education Provisions Act (GEPA) statement consists of:

- ✓ A specific explanation of **your LEA's proposed use(s) of SRSA grant funds**; and

- ✓ A specific explanation of **how your LEA will use SRSA funds in a way that addresses barriers to access** and does not discriminate on the basis of any federally-protected category.

EXAMPLE:

"Our district will use SRSA grant funds to purchase computers and laptops as part of our school-wide technology upgrade. Because a significant portion of our students are from families where Spanish is the primary language spoken at home, we will provide user instructions for the computers both in Spanish and in English."

Budget Information Non-Construction Programs

Section A – Budget Summary U.S. Department of Education Funds

- Enter "0" throughout column A – "Project Year 1"

Note: Webform may appear different

Budget Information Non-Construction Programs

Section B – Budget Summary Non-Federal Funds

- Enter "0" throughout column A – "Project Year 1"

Name of Institution/Organization		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.	

			SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS			
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - BUDGET NARRATIVE (see instructions)						

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SF 424 – Assurances for Non-Construction Programs

- Read pages 1-2
- Page 2 is pre-populated with authorizing official information

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended,

Note: Webform may appear different

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

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SF 424 – Supplemental Information for Non-Construction Programs

- Complete Mandatory fields

Note: Webform may appear different

Disclosure of Lobbying Activities

- Complete, as applicable
- If you do not sponsor lobbying activities, complete fields 1-6 & 11, and type "NA" in mandatory fields for 10a, 10b

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime   [ ] SubAwardee.

* Name

* Street 1   Street 2

* City   State   Zip

Congressional District, if known:

Note: Webform may appear different

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* Signature:

*Name: Prefix   * First Name   Middle Name

* Last Name   Suffix

Title: Telephone No.:   Date:

Certification Regarding Lobbying

- Read and complete all mandatory fields

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Note: Webform may appear different

* APPLICANT'S ORGANIZATION

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE: * DATE:

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Tips for Applicants

- <u>Register and submit early</u>

- Thoroughly read and follow all of the application instructions

- Use correct DUNS number in the SF-424 Cover Page

- Include NCES ID in Applicant Identifier field (#4) of SF-424

- Make sure you have Grants.gov compatible PDF software (Adobe Reader)

Resources for SRSA Grant Applicants

Grants.gov	SRSA application website	**www.grants.gov** 1-800-518-4726
G5	Site where LEAs access SRSA grant funds	**www.g5.gov** 1-888-336-8930
System for Award Management (SAM)	Required registration of DUNS number	**www.sam.gov** 1-866-606-8220
REAP eligibility spreadsheet		https://www2.ed.gov/programs/reapsrsa/eligibility.html **(Copy and paste web address into browser address bar.)**
SRSA/RLIS Comparison Chart	Tool that shows similarities and differences between SRSA and RLIS	https://www2.ed.gov/programs/reapsrsa/reapdualeligibilityside-by-side.pdf **(Copy and paste web address into browser address bar.)**
Questions?	Contact your REAP program officer, or **REAP@ed.gov**	

Questions?