

including ink signatures on all forms and assurances, and TWO copies of the application, one bound and one unbound copy suitable for photocopying. Please mark each application as "original" or "copy". To aid with the review of applications, the Department encourages applicants to submit two additional paper copies of the application. The Department will not penalize applicants who do not provide additional copies. No grant may be awarded unless a completed application form, including the signed assurances and certifications, has been received.

**FOR FURTHER INFORMATION CONTACT:** Dr. Irene Harwarth, (202) 401-3751, U.S. Department of Education, OESE/AITQ, FB-6, Room 2W104, 400 Maryland Ave., SW., Washington, DC 20202-6200. The e-mail address for Dr. Harwarth is: [irene.harwarth@ed.gov](mailto:irene.harwarth@ed.gov).

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Individuals with disabilities may obtain a copy of the application package in an alternative format, also, by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

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**Program Authority:** 20 U.S.C. 6518.

Dated: March 18, 2003.

**Eugene W. Hickok,**

*Under Secretary of Education.*

#### Appendix

##### Instructions for the Application Narrative

The narrative is the section of the application where the selection criteria used by reviewers in evaluating the application are addressed. The narrative must encompass each function or activity for which funds are being requested. Before preparing the application narrative, an applicant should read carefully the description of the program and the selection criteria the Secretary uses to evaluate applications.

Applicants should note there is a suggested 30-page limit for the application narrative with the following standards applying: (1) A "page" is 8.5" x 11" (one side only) with one-inch margins (top, bottom, and sides). (2) All text in the application narrative must be double-spaced. The suggested page limit does not apply to the cover sheet, the one-page abstract, budget section, appendices, and forms and assurances. However, all of the application narrative must be included in the narrative section.

1. Begin with a one-page Abstract summarizing the project, including a description of project objectives and activities and any partners in the application.

2. Include a table of contents listing the parts of the narrative in the order of the selection criteria and the page numbers where the parts of the narrative are found. Be sure to number the pages.

3. Describe how the applicant meets the absolute priority (if applicable).

4. Describe how the applicant meets the competitive priority (if applicable).

5. Describe fully the proposed project in light of the selection criteria in the order in which the criteria are listed in the application package. Do not simply paraphrase the criteria.

6. Provide the following in response to the attached "Notice to all Applicants": (1) A reference to the portion of the application in which information appears as to how the applicant is addressing steps to promote equitable access and participation, or (2) a separate statement that contains this information.

7. When applying for funds as a consortium, individual eligible applicants

must enter into an agreement signed by all members. The consortium's agreement must detail the activities each member of the consortium plans to perform, and must bind each member to every statement and assurance made in the consortium's application. The designated applicant must submit the consortium's agreement with its application.

8. Applicants may include supporting documentation as appendices to the narrative. This material should be concise and pertinent to the competition. Note that the Secretary considers only information contained in the application in ranking applications for funding consideration. Letters of support sent separately from the formal application package are not considered in the review by the technical review panels. (34 CFR 75.217)

9. Attach copies of all required assurances and forms.

#### Estimated Public Reporting Burden

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#### Checklist for Applicants

The following forms and other items must be included in the application in the order listed below:

1. Application for Federal Assistance (ED 424).

2. Budget Information—Non-Construction Programs ED Form No. 524) and budget narrative.

3. Application Narrative, including information that addresses section 427 of the General Education Provisions Act (*see* the section entitled "Notice to all Applicants"), and relevant appendices.

4. Consortia agreement, if applicable.

5. Assurances—Non-Construction Programs (SF 424B).

6. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED 80-0013).

7. Disclosure of Lobbying Activities (Standard Form LLL) (if applicable).

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